Key Words in NEW TOEIC

国际交流英语考试标准版

（美）Dennis Jensen / 编著
王复国 / 主审

新托业词汇本领书 第3版

托业词汇畅销书全新修订重磅回归！

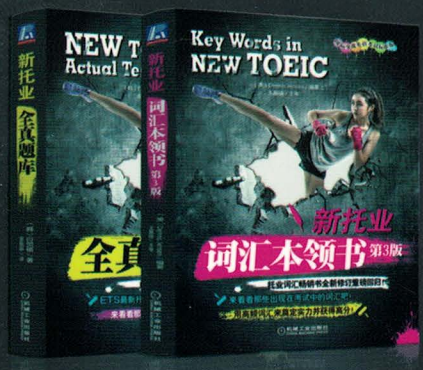
来看看那些出现在考试中的词汇吧！

用高频词汇来奠定实力并获得高分！

机械工业出版社
CHINA MACHINE PRESS

内容简介：

本书整理了托业考试中出现频率较高的1200个词汇，并按题材作30大系统分类，内容包括办公室事宜、人事管理、业务拓展、财务投资等商业活动及旅游娱乐等休闲活动方面的词汇。每个单词均标有音标、词性和释义并提供实用、易记的例句。各单元皆附有练习题及趣味十足的填词游戏，为你提供反复练习、联想思考的机会，以巩固记忆、提高学习效率，来游刃有余地应对托业考试！



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丛书序 / Preface

“国际交流英语考试标准版”系列丛书是全面指导 TOEIC 考生有效准备考试的辅导用书。它集策略指导、技巧点播、分项训练、综合模拟于一体，从考试的各环节入手，以点带面，纵向延伸，横向贯通，从词汇、语法、听力、阅读、口语、写作几个方面培养考生的应考实力。

它不仅汲取了同类考试书的精华：

1. **编者资深：**由托业考试趋势研究小组策划、教学经验丰富并多次参加托业考试的最知名的托业培训老师执笔。

2. **切合要求：**所选试题题型设计、题量分布、难易程度完全符合考试需要，与考试绝不脱节，仿若真题重现。

3. **知彼知己：**分析考试规律与出题思路，公开答题技巧与应试秘笈，可帮助考生迅速掌握各项考试重点。

4. **解析透彻：**不仅细致地总结了 ETS 的出题套路，并且给出了简洁精辟的答案解析，完全符合绝大多数考生的学习习惯和要求。

又有自己的独到之处：

1. **分类系统，多角度，全方位，立体化：**词汇分册可厚实基础能力，听力、阅读、口语、写作分册可提高单项技能，模拟试题分册可进行实战演练。

2. **标示频度和难易，明白清晰：**全真模拟试题部分标示了每道试题在托业考试中的出现频率和难易度，可以帮助考生更好地检查自己的薄弱环节并加强相应的训练。

3. **内容最全，资料最新：**通过学习此套丛书，考生不但可以完整熟悉考试，还可获得最新资讯和商务知识，有助于在工作环境中自如运用。

4. **双色套印，印制精美：**版面清晰易读、一目了然，可缓解考生备考阶段紧张疲惫的状态，让学习成为一种乐趣。

《新托业词汇本领书》介绍

本书列举了 TOEIC 考试中出现频率最高的词汇，并按题材作 30 大系统分类，内容包括办公室事宜、人事及管理、业务拓展、财务及投资等商业活动及旅游、购物、社交、娱乐等休闲活动方面的词汇。每个单词均标有音标、词性和释义，并提供实用、短小、易记的例句。各单元皆附有练习题及趣味十足的单词游戏，为您提供反复练习、联想思考的机会，以巩固记忆、加深印象、提高学习效率。

本书为第 3 版，修订工作主要由罗政军老师完成。

与其浪费时间背诵不一定在考试中出现的低频词汇，不如高效地学习经常出现的高频词汇，来游刃有余应对托业考试！

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Unit 1

Office Matters 办公室事宜

Part A

1. **appointment** /əˈpɔintmənt/ *n.* an arrangement for a meeting at a given time and place 约会；约定

   If you would like to meet with Mr. Higgins. you must first make an ***appointment*** with his secretary.

   你若想见希金斯先生一面，就得先跟他的秘书约好时间。

2. **attendance** /əˈtendəns/ *n.* the act of being present; the number of persons present 出席；出席人数

   I was very pleased with the number of high-ranking officials in ***attendance*** at today's press conference.

   我很高兴今天的新闻发布会有这么多高级官员到场。

3. **cabinet** /ˈkæbinit/ *n.* an upright case or cupboard with shelves, drawers, or compartments for safekeeping or display of objects 橱柜

   He keeps all his files in the ***cabinets*** in the back of the office.

   他把所有档案放在办公室后面的柜子里。

4. **calendar** /ˈkælində/ *n.* chart showing the months of a year (including days and weeks); a schedule 日历；月历；行事历

   Please check the ***calendar*** on the wall and see which date Mother's Day falls on this year.

   请查一下墙上的日历，看看今年的母亲节是几月几号。

5. **clerk** /kləːk/ *n.* a person who works in an office, bank, or law court and

whose job is to look after the records or accounts 办事员；书记

She was offered a job as an accounts ***clerk*** with a travel firm.

有一家旅行社聘用她当会计。

6. **directory** /di'rektəri/ *n.* an alphabetical or classified list of names and addresses 人名住址簿

If you need to speak to him, you can use the office ***directory*** and look up his personal extension.

如果你需要跟他谈话，你可以用办公室里的名册查出他私人的分机号码。

7. **duplicate** /'djuːplikeit/ (1) *n.* an identical copy 副本 (2) *vt.* to make an identical copy of; to replicate 复制

Please don't bring a ***duplicate***, since I will need to see your original birth certificate for this passport.

办护照时，我需要看你的出生证明正本，所以不要带影印本。

8. **filing** /'failiŋ/ *n.* putting in useful order; cataloguing 归档

Developed in the early 1900's, the Dewey Decimal System is a ***filing*** system still used by libraries today.

在 20 世纪初期发展出的杜威十进制分类系统至今仍为各图书馆所使用。

9. **in-tray** /'intrei/ *n.* a flat, shallow container used for holding items that are to be accomplished 待处理文件盒

The more Dennis procrastinated, the more the stack of paperwork in his ***in-tray*** resembled the Rocky Mountains.

丹尼斯越是拖延，他的“待处理文件盒”里的文件就越堆得像落基山一般高。

10. **monitor** /'mɔnitə/ *vt.* to watch, or keep track of, often by means of an electronic device 检测；监视；追踪

Seismic readouts are carefully ***monitored*** by seismologists, who are always on the lookout for the next big earthquake.

地震学家小心监测地震仪指数，随时注意下一个大地震的来临。

11. **out-tray** /'autˌtrei/ *n.* a tray or shallow basket used in offices to put letters and documents in when they have been dealt with and are ready to be sent out of the office 已处理文件盒

I will leave that file in my ***out-tray*** on my desk, and you can come pick it up

anytime in the afternoon.
我会把那份文件留在我桌上的“已处理文件盒”里，你可以在下午的任何时间来拿。

12. **partition** /pɑːˈtiʃən/ *n.* division into parts; something that separates or divides, as a wall 分隔；分隔物（如墙壁等）

We don't have the money to add an entirely new office, but what we can do is add a ***partition*** and divide one or two of the larger offices into multiple smaller ones.
我们没有钱增建一间全新的办公室，但是我们可以用隔板把一两间比较大间的办公室隔成几间比较小的办公室。

13. **postage** /ˈpəustidʒ/ *n.* the charge for mailing an item 邮费

How much ***postage*** is required for a small package to be sent to HongKong?
寄一个小包裹到香港需要多少邮资？

14. **punctuality** /ˌpʌŋktjuˈæliti/ *n.* the quality or state of observing an appointed or regular time 准时；守时

In addition to your dress and appearance, ***punctuality*** and a concise delivery are really important when you are giving such an important presentation.
除了服装仪容外，准时和简单扼要的陈述在做如此重要的报告时是非常重要的。

15. **schedule** /ˈskedʒul/ *n.* a plan that gives a list of events or tasks and the times at which each one should happen or be done 时间表；计划表

The plane arrived in Cairo four minutes ahead of ***schedule***.
飞机比预定时间早 4 分钟到达开罗。

16. **shift** /ʃift/ *n.* a person's scheduled period of work 换班；轮班；值班

They often heard him complain about having to work the graveyard ***shift*** in order to pay the bills.
他们经常听到他抱怨为了要付账单必须上夜班。

17. **staff** /stɑːf/ *n.* the personnel of an enterprise 全体职员

The ***staff*** at the five-star Formosa Hotel delivers prompt and friendly service.
五星级宝岛大饭店的员工服务非常及时、周到。

18. **strike** /straik/ *n.* a stoppage of work for a period of time by workers, usually in order to try to get better pay benefits or other conditions for themselves 罢工

I'm glad that our employees were satisfied and didn't find the need for a ***strike*** to express their concerns.

我很高兴我们的员工都很满意，觉得没有必要借罢工来表达他们所关切的事。

19. task /tɑːsk/ *n.* a piece of assigned work 任务；工作

This ***task*** must be made top priority because a very important client wants to pick up these papers today.

这项工作必须被视为第一优先，因为有一个非常重要的客户今天要来拿这些文件。

20. work force /wəːk fɔːs/ *n.* the total number of workers employed in a specific project; the total number of persons employed 工作人员；劳动人口

After months of unemployment, Tim joined the American ***work force*** as the night manager at KFC.

在失业几个月后，提姆加入了美国劳动人口，开始在肯德基炸鸡店当起夜班经理。

Drills

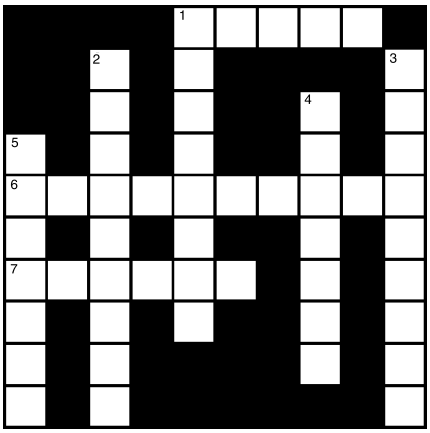
duplicate	punctuality	monitor	directory	overtime
work force	appointment	strike	staff	partition

1. If I'm supposed to be there by 2:00 P. M. , I'm going to need you to postpone all of my afternoon _____ until tomorrow.
2. I think that the _____ at this branch are the most enthusiastic and competent of all around the state.
3. Only her strict _____ and her attention to detail rivaled Susan's professional courtesy.
4. There is such a saturated _____ here that it's easy to find people to fill all of the temporary positions.
5. Several years ago, a nation-wide _____ of UPS drivers crippled the company's ability to ship freight across the country.

Answers

1. appointments 2. staff 3. punctuality 4. work force 5. strike

Cross Word



Across

1. a person who works in an office, bank, or law court
6. the act of being present
7. a flat, shallow container used for holding items that are to be accomplished

Down

1. chart showing the months of a year
2. something that separates or divides
3. an alphabetical or classified list of names
4. to check, watch, or keep track of
5. an upright case or cupboard with shelves, drawers, or compartments

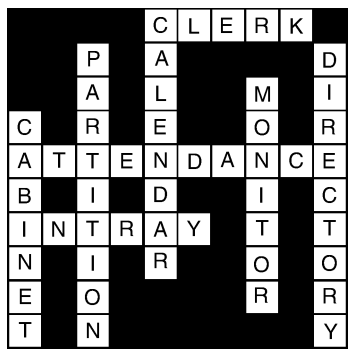
Answers

Across

1. clerk　　6. attendance　　7. in-tray

Down

1. calendar　　2. partition　　3. directory
4. monitor　　5. cabinet



Part B

1. **assignment** /əˈsainmənt/ *n.* the act of appointing, designating or allotting; a particular task or duty; an appointment 工作；分配；分派

   Since he has been covering the same story for two weeks , I think he would really be excited about a new ***assignment***.

   既然他已经采访报道同一个新闻两个星期了，我想他会很高兴接到新的工作指派。

2. **bulletin** /ˈbulitin/ *n.* a printed or broadcast statement on a matter of public interest; a regular publication issued by an organization 公报；告示；定期报告（书）

   We sent out a ***bulletin*** to all of the executives, informing them of the changes discussed at today's meeting.

   我们发了一份公告给所有的主管人员，告知他们会议上讨论到的一些改变。

3. **calculator** /ˈkælkjuleitə/ *n.* a mechanical or electronic machine that automatically performs mathematical operations 计算机

   I made so many mistakes in my checkbook; I had to get out my ***calculator*** to add the figures up again.

   我在支票本里弄错很多账目，所以我得拿出计算器重新合计。

4. **carbon copy** /ˈkɑːbən ˈkɔpi/ *n.* a replica, as of a letter, made by using carbon paper 用复写纸复制的副本

   You will meed to keep the ***carbon copy*** of that receipt for your record and give me the original.

   你必须保留收据的复写本存档，然后把正本给我。

5. **colleague** /ˈkɔliːg/ *n.* a fellow member, especially in a profession; associate 同事；同僚

   Because my doctor can't help me with my problems, he is going to refer me to a ***colleague*** of his at another hospital.

   因为我的医生无法帮我解决问题，所以他打算把我转介到他在另一家医院工作的同事那里。

6. **document** /ˈdɔkjumənt/ *n.* a paper that provides evidence, information, or proof about something 文件；证件

The Declaration of Independence is a ***document*** with tremendous historical significance.

《独立宣言》是一项具有重大历史意义的文件。

7. **extension** /iksˈtenʃən/ *n.* a telephone line that is connected to the switchboard of a company or institution, and that has its own number; an additional period of time given one to meet or carry out an obligation 分机；延期

For further information, please contact 2344-3849, ***extension*** 104.

如需了解更详细的信息，请拨 2344-3849，分机 104。

8. **intercom** /ˈintəkɔm/ *n.* a system for two-way communication, as between two rooms 对讲机

Would you please page Mr. William over the ***intercom*** and tell him to meet me at the front desk?

麻烦你用对讲机叫威廉先生到前面的柜台跟我会面，好吗？

9. **memo** /ˈmeməu/ *n.* a short note; an informal written communication; a written agreement (=memorandum) 便条；便笺；备忘录

Everyone's curiosity was piqued upon circulation of a ***memo*** announcing the senior vice-president's resignation.

由于一项宣布资深副总裁要离职的备忘录在公司内流传，每个人的好奇心都被激起来了。

10. **operator** /ˈɔpəreitə/ *n.* a person who operates the telephone switchboard 接线生

If you know the extension of the party you wish to reach, dial it now or wait on the line for ***operator*** assistance.

如果你知道分机号码请直拨，或稍候由总机为您服务。

11. **overtime** /ˈəuvətaim/ *n.* working hours in addition to those of the regular schedule 加班的时间

Federal regulations require businesses to pay extra money to employees for their ***overtime***.

联邦政府规定，公司必须付给加班员工加班费。

12. **portfolio** /pɔːtˈfəuliəu/ *n.* a portable case for holding drawings or a collection of drawings in this; a case for carrying business papers 作品(夹)；公事包

The architect will want to look at your ***portfolio*** before he considers you for the job of designing the new building.

在考虑让你设计这栋新建筑物之前，建筑师会想要看看你的作品。

13. **printed matter** /ˈprintid ˈmætə/ *n.* printed material that qualifies for a special postal rate 印刷品

Please check all the letters with ***printed matter*** on them as we can get a better rate for them at the post office.

请把注明印刷品的信件找出来，因为我们可以在邮局以比较低的邮资寄送。

14. **receptionist** /riˈsepʃənist/ *n.* one employed chiefly to receive callers and answer the telephone 接待员

Before entering the boardroom, Mr. Withers told the ***receptionist*** to hold all of his calls until after the meeting.

在进入会议室前，威特斯先生告诉接待员，他在会议结束前不接任何电话。

15. **secretary** /ˈsekrətri/ *n.* a person who is employed to do office work, such as typing letters, answering phone calls, and arranging meetings 秘书

The manager was mad at his ***secretary*** because she failed to remind him of an important appointment.

经理对他的秘书很不悦，因为她未能提醒他去参加一个重要的约会。

16. **shorthand** /ˈʃɔːthænd/ *n.* a system of rapid handwriting; employing symbols to represent words, phrases, and letters; stenography 速记；速记法

Because his secretary was so adept at ***shorthand***, he felt comfortable dictating to her at his own pace.

因为他的秘书速记非常熟练，所以他以非常轻松自然的速度口述。

17. **stapler** /ˈsteiplə/ *n.* a machine for fastening together sheets of paper 订书机

The ***stapler*** gets jammed every time I want to use it.
每一次我要用这订书机就会卡住。

18. tardy /ˈtɑːdi/ *adj.* slow in moving, acting, etc; late; delayed 迟缓的；迟到的；迟延的

We apologize for the ***tardy*** response to your letter.
来函迟复，谨表歉意。

19. typist /ˈtaipist/ *n.* one who operates a typewriter 打字员

Don't forget to remind the ***typist*** to delete the last three sentences.
不要忘了提醒打字员把最后3句话删掉。

20. xerox /ˈziərɔks/ *vt.* /*vi.* to print with a copying machine 影印

You don't need to copy the entire book by hand; just ***xerox*** it and mail it to the publisher.
你不需要用手抄写整本书，只要影印一份，然后把它寄给出版社就可以了。

Drills

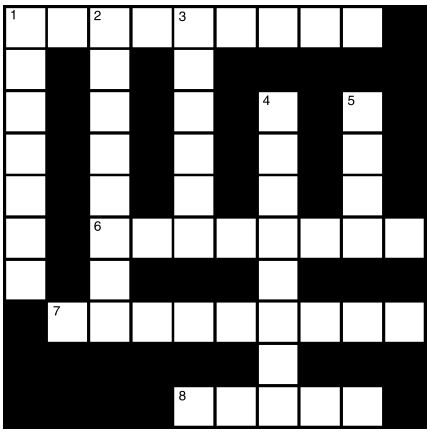
receptionist	xerox	extension	shorthand	overtime
tardy	portfolio	printed matter	stapler	intercom

1. One of the reasons this business operates so smoothly is that our _____ is highly trained.
2. I usually don't have any trouble meeting deadlines, but I had to ask for an _____ on my last two projects.
3. Those factory workers will be getting a large bonus next week as they've been working _____ every night for two weeks.
4. Our new divisional manager is a brilliant planner, but he is always _____ in his projects, so we may have to let him go.
5. Along with an increase in the number of computers in our regional offices, the amount of _____ that we're generating has risen as well.

Answers

1. receptionist 2. extension 3. overtime 4. tardy 5. printed matter

Cross Word



Across

1. a system of rapid handwriting
6. a system for two-way communication
7. a person who is employed to do office work
8. to print with a copying machine

Down

1. a machine for fastening together sheets of paper
2. working hours in addition to those of the regular schedule
3. one who operates a typewriter
4. a person who operates the telephone switchboard
5. a short note

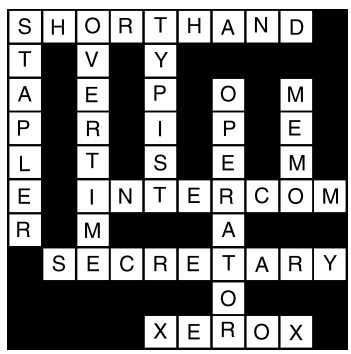
Answers

Across

1. shorthand　　6. intercom
7. secretary　　8. xerox

Down

1. stapler　　2. overtime　　3. typist
4. operator　　5. memo



Unit 2

Personnel & Management
人事及管理

Part A

1. **allocate** /ˈæləukeit/ *vt.* to set apart for a specific purpose; to distribute; to allot (为某种用途) 拨出；分配；配置

   It would be best if we could take the extra funds and ***allocate*** them evenly among all the different divisions.

   如果我们可以把这些额外的奖金平均分配给不同的部门，那就再好不过了。

2. **applicant** /ˈæplikənt/ *n.* one who applies 申请人

   Although many of the ***applicants*** were more than qualified for the position, the boss chose his son, who has just recently graduated from college.

   虽然很多申请人都非常符合这个职位的资格，老板却选择了他刚从大学毕业的儿子。

3. **authorize** /ˈɔːθəˌraiz/ *vt.* to grant authority or power to 授权；委任

   I absolutely will not ***authorize*** such a risky, poorly planned investment scheme.

   我绝对不会授权执行这么冒险、规划草率的投资方案。

4. **bonus** /ˈbəunəs/ *n.* something given or paid in addition to what is usual or expected 红利；额外津贴；奖金

   Anthony has just bought a brand-new Mercedes and is counting on his Christmas ***bonus*** for the payment.

   安东尼刚买了一辆全新的奔驰轿车，他指望用他的圣诞节奖金来付这笔款。

5. **capability** /ˌkeipəˈbiliti/ *n.* ability; capacity; potential 能力；才干；潜力；性能

He has the extraordinary ***capability*** to solve any problem.
他有非凡的才能可以解决任何问题。

6. **collaboration** /kəˌlæbəˈreiʃən/ *n.* working together; cooperation with the enemy 合作；通敌

The credit for our company's success goes to all of our five managers and their ***collaboration*** on the winning project.
我们公司的成功要归功于我们的5个经理和他们在这个制胜专案上的合作。

7. **consultation** /ˌkɔnsəlˈteiʃən/ *n.* a meeting for deliberation, discussion, or decision; conference 咨询；商量；商议；会议

Before deciding on a course of action, he would first like to have a ***consultation*** with his accountant and stockbroker.
在他采取行动以前，他想先跟他的会计员和股票经纪人商量一下。

8. **curriculum vitae** /kəˈrikjuləm ˈvaitiː/ *n.* chronological description of one's employment and educational history (=resume) 履历（简称CV）

Would you please submit a ***curriculum vitae***, outlining all previous work experiences and educational background?
是否能请你提交一份履历，说明一下先前的工作经验和教育背景？

9. **eligible** /ˈelidʒəbl/ *adj.* qualified, as for an office or position 合格的；合适的

If you miss another day this quarter, you won't be ***eligible*** for that promotion you've been hoping for.
如果本季度中你再缺一次，就没有资格获得你一直期待的升迁了。

10. **employer** /imˈplɔiə/ *n.* one who hires others 雇主

My duty as an ***employer*** is to be fair, honest and provide a work environment that fosters challenge and growth.
我身为雇主的职责就是要公平、诚实并提供一个有挑战性的鼓励成长的工作环境。

11. **executive** /igˈzekjutiv/ *n.* a person or group having administrative or managerial authority in an organization 行政或管理人员

All of the ***executives*** seem to be doing quite well, each driving a Mercedes Benz and wearing the best custom-tailored suits.
所有管理阶层人员好像都很吃得开，每个人开的都是奔驰轿车，穿的都是特

别定做的西装。

12. **income** /ˈinkəm/ *n.* money or its equivalent received in a given period, as wages, rent, interest, etc. 收入或所得

"I have such a phenomenal annual ***income***," Mark bragged, "I can retire by the time I'm 30 years old."

马克吹嘘说："我的年收入非常高，我可以在30岁时就退休。"

13. **lay off** /lei ɔf/ *v.* to dismiss an employee (especially temporarily because of slack business) (暂时) 解雇

Due to severe budget cuts and a recent drop in stock prices, we are going to be forced to ***lay off*** almost 15% of our employees.

由于严重的预算删减和最近股票价格的下跌，我们将被迫遣散将近15%的员工。

14. **occupation** /ˌɔkjuˈpeiʃən/ *n.* an activity that serves as one's regular source of livelihood 职业

Being teacher is my chosen ***occupation***, but I have to work as a waitress right now to pay for my tuition.

当老师就是我所选择的职业，但我现在必须当女服务生来赚钱付我的学费。

15. **part-time** /ˈpɑːt ˈtaim/ *adj.* engaged in work, study, etc. for less than the usual time 兼任的；兼职的

Many college students find it advantageous to find a ***part-time*** job to help pay the bills, as long as they can balance it with their schoolwork.

只要他们能够兼顾学校功课的话，很多大学生觉得找一个兼差工作是有好处的，因为那样可以帮他们付一些账单。

16. **permanent** /ˈpəːmənənt/ *adj.* long-lasting or non-fading; everlasting 不变的；永久的

Alex bought the ***permanent*** purple hair dye advertised on TV and couldn't wait to try it.

亚历克斯买了电视上做了广告的永久性紫色染发剂，等不及想赶快试试。

17. **promote** /prəˈməut/ *vt.* to advance in position or rank; to encourage the sales of a product 升迁；促销

Mr. Deitrich liked to reward the diligence of his employees by ***promoting*** them every six months.

狄崔志先生喜欢以每6个月升职一次来奖励他员工的努力。

18. **recruit** /riˈkruːt/ *vt.* /*vi.* to seek out and engage (persons) for work or service 吸收；征募

We like to go straight to each college campus to ***recruit*** each year's new interns rather than wait for them to come to us.

我们喜欢直接去每所大学网罗每年需要的实习生，而不是等他们找上门来。

19. **résumé** /riˈzjuːm/ *n.* a summary, especially of work experience, submitted when applying for a job 履历表

It would be helpful if you were to bring both your ***résumé*** and your college transcript to the job interview.

如果你可以在工作面试时把履历表和大学成绩单带来的话，会对我们很有帮助。

20. **salary** /ˈsæləri/ *n.* regular compensation for services or work 薪水

My ***salary*** at this job is twice what it was when I worked in Mexico doing the same thing.

我现在工作的薪水是我以前在墨西哥做同样工作时的两倍。

Drills

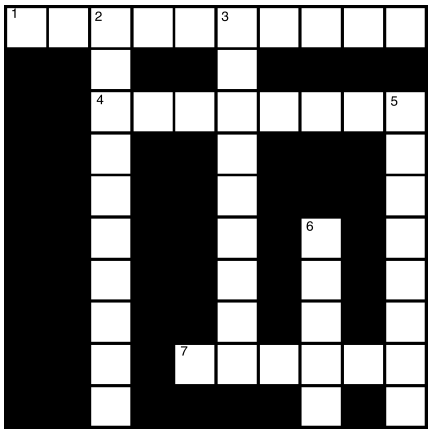
résumé	collaboration	eligible	executive	bonus
capability	recruit	promote	allocate	salary

1. In the last five years, the number of new _____ enlisting in the armed services has declined dramatically.
2. The agreement marked a historic event as _____ by the leaders of the opposing political parties took a giant step towards peace.
3. As a professional hockey player, Craig demonstrated the _____ to fill the role of both player and team coach.
4. Before Stevenson Industries decided to go with the Boeing account, the _____ had to reach a unanimous decision.
5. One of the benefits of being placed on a monthly _____ is that it tends to offer a freer work schedule.

Answers

1. recruits 2. collaboration 3. capability 4. executives 5. salary

Cross Word



Across

1. an activity that serves as one's regular source of livelihood
4. engaged in something for less than the usual time
7. a summary, especially of work experience, submitted when applying for a job

Down

2. ability or capacity
3. to grant authority or power to
5. one who hires others
6. something given in addition to what is usual

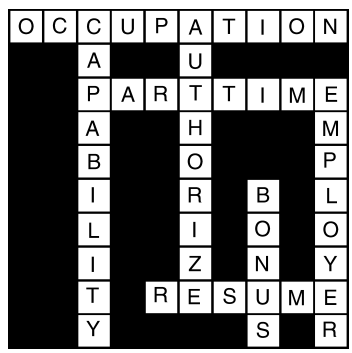
Answers

Across

1. occupation　　4. part-time
7. résumé

Down

2. capability　　3. authorize
5. employer　　6. bonus



Part B

1. **amateur** /ˈæmətə(ː)/ *n.* one who engages in an activity as a pastime rather than as a profession; one who lacks expertise; nonprofessional 业余技术家；外行人；非专家

   I have never been paid as an actor, so even though I have been in several plays, I am still considered an ***amateur***.

   我从来没有领取过正式演员的薪水，所以即使我曾参加多部戏剧的演出，我依然被认为是一个业余演员。

2. **appoint** /əˈpɔint/ *vt.* to designate for an office or position 任命；指定

   One of the duties of an American president is to ***appoint*** justices to the Supreme Court.

   美国总统的权责之一是任命最高法院的大法官。

3. **benefit** /ˈbenifit/ *vt.* /*vi.* to be helpful or advantageous to; to derive advantage; profit 有益于；受益

   If the deal goes through as planned, both our firm and the participating schools will ***benefit*** greatly from the joint effort.

   如果交易按计划进行，我们公司以及其他参与的学校都会从这项合作中获益良多。

4. **candidate** /ˈkændideit/ *n.* one who seeks or is nominated for an office, prize, honor, and so forth 候选人

   Of the three, which do you think is the most likely ***candidate*** for the Employee of the Month award?

   你觉得他们3个人之中哪一个最有可能获选“本月最优秀员工”？

5. **certificate** /səˈtifikit/ *n.* a document testifying to a fact, qualification or promise 凭证；证书

   His birth ***certificate*** states his name is Leroy Jackson, but he had it legally changed to Cornelious Watson a few years ago.

   他出生证明上的名字是李洛依·杰克逊，但他在几年前把它合法地改成了寇尼斯·沃特森。

6. **competent** /ˈkɔmpitənt/ *adj.* properly or well qualified; capable 胜任的；有能力的

I think he has been the most ***competent*** and capable group leader we've had since the creation of this project.

我觉得他是我们这个计划开始以来最能干的一个组长了。

7. **coordinate** /kəuˈɔːdinit/ *vt.* bring into proper order or relation; adjust 协调；调整

If we want this project to go as smoothly as possible, we need you to take charge and ***coordinate*** the efforts of all three groups.

如果我们想要这个计划尽可能顺利进行，我们需要你负责指挥并协调全部3个团队的力量。

8. **deadline** /ˈdedlain/ *n.* a time or date before which a particular task must be finished or a particular thing must be done 截止期限

We were not able to meet the ***deadline*** because of manufacturing delays.

因为制造方面的延宕，我们无法准时交货。

9. **employee** /ˌemplɔiˈiː/ *n.* one who works for another 受雇者

Steve had been an ***employee*** at 7-11 for three and a half years and had not received a single raise the entire time.

史蒂夫已经在7-11公司工作3年半了，但是在这整段时间内他连一次加薪都没获得过。

10. **evaluation** /iˌvæljuˈeiʃən/ *n.* appraisal; assessment 评价；估价

Bill nervously awaited the release of the management's ***evaluation*** of his proposal.

比尔紧张地等待管理部人员对他的计划评估的结果。

11. **expertise** /ˌekspəˈtiːz/ *n.* expert skill or knowledge 专门技术或知识

We need you to fly to our office in Boston and lend them your ***expertise*** in computer security.

我们需要你飞到我们在波士顿的办公室，以借重你在计算机安全方面的专才。

12. **interview** /ˈintəvjuː/ *n.* a face-to-face meeting 会面；面谈

Would you be available to come in this Thursday afternoon to meet with our supervisor for an ***interview*** ?

你可以在这个星期四下午来和我们的主管面谈吗？

13. **novice** /ˈnɔvis/ *n.* a person new to something; beginner 生手；新手；初学者

My dressmaker has been making my clothes for years, but her daughter is a ***novice*** and I would rather not have her make them.

我的裁缝师已经帮我做衣服好几年了，但是她的女儿是新手，我可不愿意交给她做。

14. **overtime** /ˈəuvətaim/ *adv.* beyond the usual time, especially working time 超时

His paychecks are so large for the sole reason that he works ***overtime*** every week.

他的薪水之所以那么高的唯一原因就是他每个星期都加班。

15. **pension** /ˈpenʃən/ *n.* a sum of money paid regularly, especially as a retirement benifit 养老金；退休金

He hasn't worked for years, but he receives a monthly ***pension*** for as long as he lives because he was a government official before.

他已经好几年没有做事了，但是因为他以前是政府官员，所以只要他活着，每个月就可以领到一笔退休金。

16. **personnel** /ˌpəːsəˈnel/ *n.* the body of persons employed by or active in an organization; a personnel department or office 全体人员；人事部门

I believe that all concerns about work related issues should be addressed in the ***personnel*** office.

我认为关于工作的所有问题都应该在人事部办公室里讨论。

17. **recommendation** /ˌrekəmenˈdeiʃən/ *n.* letter of reference; suggestion; advice 推荐；推荐书；劝告

I was wondering if you could write me a letter of ***recommendation*** addressed to my new employer.

我不知道您是否愿意帮我写一封推荐信给我的新雇主。

18. **resign** /riˈzain/ *vt.* /*vi.* to give up (a position); to quit 辞职

If he doesn't quit, they are going to force him to ***resign*** in order to preserve the company's reputation.

如果他不主动辞职，他们将强迫他辞职以维护公司的名声。

19. **retire** /riˈtaiə/ *vi.* to withdraw from business or public life 退休

After he ***retires***, Mr. Williams plans to split his time between his family and the crippled children at the hospital.

退休后，威廉斯先生计划要把他的时间平均分配给他的家人和医院里的残障儿童。

20. substitute /ˈsʌbstitjuːt/ *n.* a person or thing serving or used in place of another 代理人；代用品

The students used to think their math teacher, Mrs. Titters, was horrible until they met the ***substitute*** teacher, Mr. Ventura.

学生们以前觉得他们的数学老师狄特女士很恐怖，但直到他们碰上代课老师范徒拉先生，他们才了解什么叫真正的恐怖。

Drills

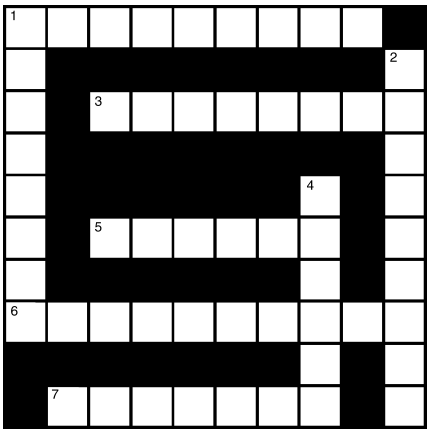
substitute	overtime	competent	coordinate	candidate
benefit	retire	amateur	evaluation	expertise

1. Most political analysts will agree that party _____ who hold Law degrees tend to have greater success in the political arena.
2. MacCreary's _____ on global markets was a factor in The Globe's hiring of him.
3. If you aren't able to come, it is your responsibility to find a _____ for you in the board meeting.
4. Since Maurice was poor and had no one to go home to, he often volunteered to work _____ in order to be temporarily distracted from the gloom that hung over his life.
5. An excellent mountain biker, Billy Lee races on the _____ circuit and hopes to turn professional one day.

Answers

1. candidates 2. expertise 3. substitute 4. overtime 5. amateur

Cross Word



Across

1. expert skill or knowledge
3. a time or date before which a particular task must be finished or a particular thing must be done
5. to withdraw from business or public life
6. appraisal; assessment
7. a sum of money paid regularly, especially as a retirement benefit

Down

1. one who works for another
2. the body of persons employed by or active in an organization
4. to give up (a position); to quit

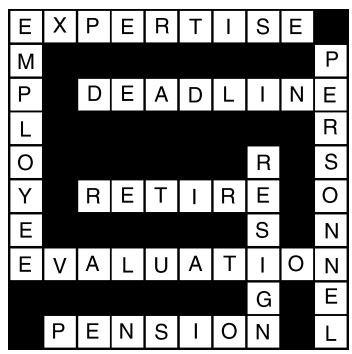
Answers

Across

1. expertise　3. deadline　5. retire
6. evaluation　7. pension

Down

1. employee　2. personnel　4. resign



Unit 3

Business Development
业务拓展

Part A

1. **accrue** /ə'kruː/ *vt.* /*vi.* to come as a gain or increase 产生；增加

   Due to an addiction to excessive gambling, Benny had ***accrued*** massive debt and made a lot of enemies.

   由于过度沉溺于赌博，本尼已经赌债累累，仇敌四处。

2. **acquisition** /ˌækwi'ziʃən/ *n.* the act of acquiring 获得（的东西）；习得

   Lee smiled as he examined his new ***acquisition***, a vintage MG roadster.

   李含着笑审视他的新收藏品——一辆古典的 MG 敞篷汽车。

3. **amplify** /'æmplifai/ *vt.* /*vi.* to make larger or more powerful 放大；加强；扩展

   The fact that he is a very persuasive and influential person ***amplified*** all of the problems that he was causing among the other employees.

   他以非常有说服力和影响力的事实扩大了他在其他员工间所引起的问题。

4. **asset** /'æset/ *n.* anything owned that has value; a desirable thing; the property of a person 有用的东西；优点；长处；资产

   Her leadership qualities were the greatest ***asset*** of the company.

   她的领导能力是公司最大的资产。

5. (1) **buyout** /'bai'aut/ *n.* the purchase of a company or business 全部买下 (2) **buy out** /bai aut/ *v.* to purchase all the business shares belonging to another 买进全部产权或股权；收购全部

   The reason that Microsoft is accused of forming a monopoly is that they ***buy out*** their competitors, leaving no one else to compete with them.

微软之所以被指控垄断市场，是因为他们把所有竞争者都买了下来，以致于无人可以与之匹敌。

6. **corporation** /ˌkɔːpəˈreiʃən/ *n.* a body of persons acting under a legal charter as a separate entity with privileges and liabilities 法人；公司

As an international ***corporation***, we handle clients from 80 different countries and have over $900 billion in assets.

身为跨国大公司，我们的客户分布全世界 80 个国家，并且我们拥有 9000 亿美元以上的资产。

7. **cutback** /ˈkʌtbæk/ *n.* a reduction or discontinuance 减少；取消

London Underground said it may have to axe 500 signaling jobs because of government ***cutbacks*** in its investment.

因为政府裁减投资金额，伦敦地铁说他们可能需要解雇 500 个信号工人。

8. **enterprise** /ˈentəpraiz/ *n.* a business organization 企业；(冒险性的) 计划

It was a risky ***enterprise***, but Steve assured Mr. Chang that they both would make a lot of money.

那是非常冒险的事业，但是史蒂夫向常先生担保过他们双方一定会赚大钱。

9. **equity** /ˈekwiti/ *n.* fairness; justice; assets minus liabilities; net worth 公平；公正；扣除抵押、税金等后的剩余财产价值

To keep his ***equity***, Murphy must either sell the company or refinance.

为了保有剩余资产，墨菲不是得把公司卖掉，就是得再筹措资金。

10. **financier** /faiˈnænsiə(r)/ *n.* a person, company, or government that provides money for projects or enterprises 财政家；金融业者；资本家；投资者

Three well-known ***financiers*** are backing the Bell Construction Company in the building of the new hotel.

3 个有名的资本家在资助贝尔建筑公司盖新的旅馆。

11. **franchise** /ˈfræntʃaiz/ *n.* anthorization granted by a manufacturer to sell his products 经销权；加盟权

Ever since he had eaten breakfast there as a child, Bobby Chen dreamed of owning his own McDonald's ***franchise***.

自从小时候在麦当劳吃过早餐后，博比·陈就一直梦想有一天能拥有自己的麦当劳分店。

12. **launch** /lɔːntʃ/ *vt.* /*vi.* to start; to put into action; to inaugurate; to initiate 开办；展开；发起；开始

We are going to ***launch*** a new building project in Boston next Wednesday.
我们下个星期三将在波士顿推出一个新的建筑计划。

13. **monopoly** /məˈnɔpəli/ *n.* exclusive ownership or control, as of a given commodity or business activity 垄断；独占；专卖

A federal grand jury declared Microsoft a ***monopoly*** and that its power was too broad for a free market economy.
联邦大陪审团宣告微软是垄断公司，而且对一个自由市场经济来说它拥有太大的力量。

14. **phase** /feiz/ *n.* one of a sequence of apparent forms 阶段

During this ***phase*** of the building plans, we are going to install all electrical and plumbing outlets and begin installing a central air-conditioning unit.
在建筑的这个阶段，我们会装配所有的水电通路，并开始装设中央空调系统。

15. **profile** /ˈprəufail/ *n.* a side view of an object or structure, especially of a human head; a brief biography; the state of being noticed 侧面像；略传；引人注目的状态

The O. J. Simpson Murder Trial was one of the most high ***profile*** cases in American legal history.
O. J. 辛普森被控杀人的案子是美国法律史上最具知名度的案件之一。

16. **proposition** /ˌprɔpəˈziʃən/ *n.* something offered for consideration; proposal 提案；建议；计划

That is a very attractive ***proposition***, but he's still hesitant about investing anything until he is absolutely sure that the risks are minimal.
这是一个很吸引人的计划，但是在他完全确定其风险性已经降到最低前，他还是不想太轻易就投资。

17. **prospectus** /prəsˈpektəs/ *n.* a formal summary of a proposed business or other ventures, sent out to prospective or buyers 计划书；说明书；募股书

The mayor reviewed the ***prospectus*** outlining plans for the new baseball stadium.
市长研究了这份描述兴建新棒球场的企划书。

18. **rival** /ˈraivəl/ (1) *n.* one who competes with or attempts to outdo

another; one that equals another 竞争者；对手；匹敌者；势均力敌者

(2) *adj.* competing 竞争的

The recent breakthrough in our CD technology will certainly stun our ***rivals*** as well as the public.

最近我们在 CD 技术上的突破一定会使我们的竞争者和大众感到十分震惊。

19. subsidiary /səb'sidiəri/ *n.* one that is connected with but of less importance than the main one, especially a company owned by another company 子公司

We will not directly handle the offices in Bangkok as they are just ***subsidiaries*** of our parent company.

我们不会直接管理曼谷的公司，因为他们只是我们的子公司。

20. track record /træk 'rekɔːd/ *n.* a person's, a company's, or a product's past performance, achievements, or failures 过去的记录

The job needs someone with a good ***track record*** in investment.

这个工作需要的是一个有良好投资记录的人。

Drills

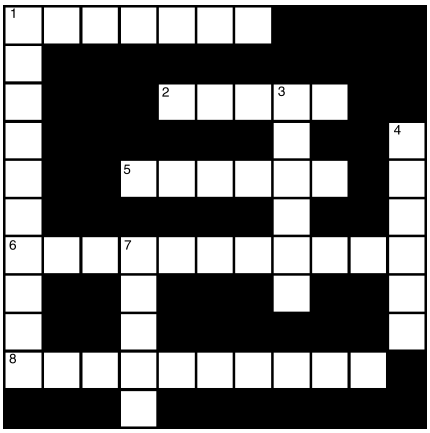
acquisition	monopoly	rival	accrue	subsidiary
amplify	cutback	profile	prospectus	buyout

1. He tried to speak softly but the acoustics of the room only seemed to _____ the sound of his voice.
2. That company has been accused of forming a _____ and is now in the process of appealing to the High Court.
3. After having examined my detailed _____ for an amateur hockey team, the Regional Sport Commission was confident that it would succeed.
4. our company _____ indicates that profit margins were greater in January than at any other time of the year.
5. An impending corporate _____ of our processing plants had most of the upper level managers concerned about job security.

Answers

1. amplify 2. monopoly 3. prospectus 4. profile 5. buyout

Cross Word



Across

1. a side view of an object or structure
2. anything owned that has value
5. the purchase of all the business shares belonging to another
6. a body of persons acting under a legal charter as a separate entity
8. a company owned by another company

Down

1. a formal summary of a proposed business
3. assets minus liabilities
4. to put into action
7. one of a sequence of apparent forms

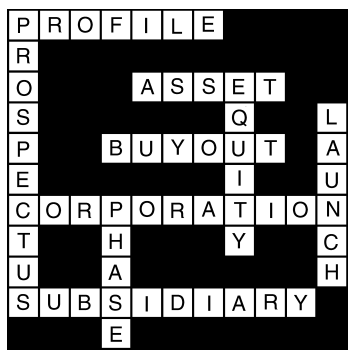
Answers

Across

1. profile　　2. asset　　5. buyout
6. corporation　　8. subsidiary

Down

1. prospectus　　3. equity
4. launch　　7. phase



Part B

1. **acquire** /ə'kwaiə/ *vt.* to gain possession of 获得

The real estate tycoon went about trying to ***acquire*** as much property as he could before the market exploded and prices began to soar.

这个不动产大亨试着要在市场爆炸、价格飞涨之前取得尽可能多的房产。

2. **affiliate** /ə'filieit/ *n.* a branch organization; a subsidiary 支部；分会；子公司

The World Chess Federation has ***affiliates*** in around 120 countries.

国际象棋联盟在大约 120 个国家有分会。

3. **assess** /ə'ses/ *vt.* to evaluate, especially for taxation; to judge the quality, importance, or worth of 评估（财产价值）；评定

After the earthquake, the carpenter inspected the house to ***assess*** the damage.

地震过后，木工检查房子以评估损害程度。

4. **benchmark** /'bentʃmɑːk/ *n.* a standard of excellence, achievement, etc.; a standard or reference by which others can be measured or judged 基准；水准点；标准

The car industry is a ***benchmark*** for the economy.

汽车工业可以作为经济指标。

5. **carry out** /'kæri aut/ *v.* to put into action or complete; to put into effect 执行；贯彻；完成

As Mr. Smith's right hand man, Johnny would ***carry out*** any of his orders.

身为史密斯先生的左右手，强尼会贯彻他的任何指令。

6. **cut down** /kʌt daun/ *v.* to decrease; to reduce 削减；缩短

All Nick's friends told him to ***cut down*** on his coffee consumption, but he felt he couldn't make it through the day without seven or eight cups.

尼克所有的朋友都劝告他要少喝点咖啡，但是他觉得如果他一天没喝上七八杯咖啡，他就撑不下去了。

7. **embezzle** /im'bezl/ *vt.* /*vi.* to steal money, etc. entrusted to one 盗用；

挪用；侵占（公款等）

One former director ***embezzled*** $2 million of company funds.

某前任经理侵占了公司两百万美元资金。

8. **entrepreneur** /ˌɔntrəprəˈnəː/ *n.* one who organizes, operates, and especially assumes the risk of a business venture 企业家；主办人

He quit his job at the bank and became an ***entrepreneur*** with three different businesses.

他放弃了在银行的工作，成了拥有3家不同公司的企业家。

9. **expand** /iksˈpænd/ *vt.* /*vi.* to increase in size, extent, dimensions, and so forth 扩张；扩大

Jim started with a small retail outlet and ***expanded*** it into a large multinational corporation.

吉姆把刚开始时的一家小型零售店扩张成一家大型的跨国企业。

10. **firm** /fəːm/ *n.* a commercial partnership of two or more persons 公司；商行

He has been one of our law ***firm's*** most competent and valued lawyers for over 20 years.

20多年来，他一直是我们法律事务所里最有能力且最被重视的律师之一。

11. **integrate** /ˈintigreit/ *vt.* /*vi.* to make into a whole; to unify; to join with something else 统合；整合

Why don't we combine the two teams and let them ***integrate*** the best aspects of each?

为什么我们不整合这两个团队，使他们将各自的优点合而为一呢？

12. **merger** /ˈməːdʒə/ *n.* an act or result of combining, especially the union of two or more commercial interests or corporations 合并；并吞

The ***merger*** of Time-Warner and America Online has annoyed Disney, who fears it will be cut out of the cable TV market.

“时代华纳”和“美国在线”的合并案使迪士尼非常困扰，因为他们害怕被挤出有线电视市场。

13. **pending** /ˈpendiŋ/ *adj.* not yet decided or settled; inpending 未决定的；待决定的；即将发生的

A growing number of customers have been inquiring about the ***pending*** price rises.

越来越多的顾客在询问近期将发生的物价调涨问题。

14. preliminary /pri'liminəri/ *adj.* prior to the main matter, action, or business 初步的；开始的

Preliminary reports indicate that those trapped in the collapsed building are still alive though some are badly wounded.

初步的报告显示被困在倒塌的建筑物里面的人都还活着，虽然有些人严重受伤。

15. propose /prə'pəuz/ *vt.* /*vi.* to put forward for consideration; to suggest 提议；建议

I'd like to ***propose*** an alternative which might, in the long run, prove to be even more financially rewarding.

我想要提议另外一个计划，长期来看，这个计划会有更高的投资报酬率。

16. prospect /'prɔspekt/ *n.* something expected or foreseen; outlook; anticipation 期望或预见的事；展望；期望

Having been on the job hunt for six weeks, Joe sat down to examine his ***prospects*** for future employment.

找工作找了6个星期，乔坐下来思考他将来找到工作的可能性。

17. prosperity /prɔs'periti/ *n.* the condition of being successful, especially in financial respects 繁荣；成功；兴隆

The ***prosperity*** of this new generation does not help them understand the plight of those who are less fortunate.

新一代的富裕无助于他们了解那些较不幸人们的困境。

18. scheme /'skiːm/ *vt.* /*vi.* to plan or design systematically 计划；设计；图谋

He planned and ***schemed***, trying to devise a way to get a promotion.

他又计划又设计的，想尽办法以得到升迁。

19. thrive /θraiv/ *vi.* to grow vigorously; to flourish; to prosper 茂盛；兴旺；繁荣

Coming from a broken home, Timmy ***thrived*** on attention from his peers and

would do anything to get it.

出身破碎的家庭的提米靠引起同僚的注意而风光，并且会不择手段得到众人瞩目。

20. **undervalue** /ˈʌndəˈvæljuː/ *vt.* to value below the real worth; to have insufficient regard for 低估价值；看轻

Many companies deal with their female employees in a way that ***undervalues*** them.

很多公司以看轻女性员工价值的方式来对待她们。

Drills

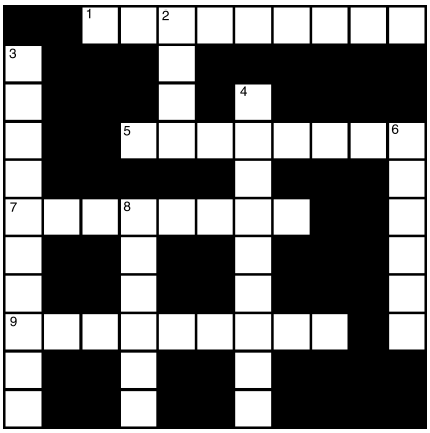
acquire	assess	pending	integrate	prosperity
undervalue	propose	merger	benchmark	prospect

1. We're going to have to wait for the insurance company to send a representative to _____ the damages before we can file a lawsuit.
2. The question of whether the Food and Drug Administration (FDA) will approve of the new drug is still _____.
3. I can't believe that they are going to buy us out completely and scrap the entire firm if we don't agree to a _____.
4. Through the development and marketing of computers and software, Microsoft has enjoyed the _____ that most companies only dream of.
5. Since *Ensue Manufacturing* introduced an 800 megahertz chip to the market, it has become a _____ for most other computer companies.

Answers

1. assess 2. pending 3. merger 4. prosperity 5. benchmark

Cross Word



Across

1. a branch organization
5. to steal money entrusted to one
7. something expected or foreseen
9. to make into a whole

Down

2. a commercial partnership of two or more persons
3. the condition of being successful
4. a standard by which others can be measured
6. to increase in size, extent, and so forth
8. to plan or design systematically

Answers

Across

1. affiliate　　5. embezzle　　7. prospect
9. integrate

Down

2. firm　　3. prosperity　　4. benchmark
6. expand　　8. scheme

Exercise One

1. I was just talking with a colleague of mine at work about exactly the same thing yesterday.
   (A) friend (B) associate (C) relative (D) crew
2. Although CD recorders are becoming increasingly popular, authorities warn against unlawfully duplicating computer programs.
   (A) photocopying (B) purchasing (C) replicating (D) selling
3. Mike groaned as the teacher handed him his third detention that week for being tardy.
   (A) slow (B) absent (C) prompt (D) late
4. You seem to have an amazing motivation to work on a given task until it is completed satisfactorily.
   (A) assignment (B) strain (C) burden (D) occupation
5. If you are over 65 and retired, you may be eligible to receive a Blue Cross Gold policy.
   (A) legal (B) qualified (C) fortunate (D) credible
6. Your salary will include a base amount that does not change, commission from personal sales, and a 5% bonus for all sales under your supervision.
   (A) wages (B) subsidy (C) dividend (D) pension
7. In an effort to promote our new product, we have undertaken heavy advertisement campaigns through all forms of mass media.
   (A) engage (B) advertise (C) raise (D) advance
8. The "bunny hill" at ski resorts allows novices a place to learn the basics of the sport.
   (A) beginners (B) advances (C) trainers (D) slopes
9. All employees were instructed to put their best foot forward for the company's top executive, as she toured the robotics division.
   (A) stockholder (B) manager (C) personnel (D) investor
10. Allan's boss noted he was much more competent than his fellow co-workers when it came to computers.
    (A) comprehensible (B) compatible
    (C) logical (D) capable
11. In his presentation to the stockholders, Joe effectively showed how a merger would benefit all parties involved.

(A) harm (B) baffle (C) profit (D) beguile

12. We have decided to appoint you to be the committee head of the new mall project.
(A) transfer (B) nominate (C) applaud (D) apprehend

13. Lynn allocated another three billion dollars to the infrastructure project to cover any expenses.
(A) aligned (B) approved (C) allotted (D) acknowledged

14. With so many different investors and minimal expenditures, it will be fairly easy to accrue a large amount of capital that can readily be used to fund further development.
(A) invest (B) decrease (C) amass (D) ensemble

15. We've begun to acquire more and more stocks in the company, and this puts us closer and closer to being the major stockholder in the firm.
(A) secure (B) acquit (C) relinquish (D) sell

16. It was a sad day for Bill Bradley and his supporter, as the former Congressman and NBA player announced that he would crop out of the race and back the presidential candidate, A1 Gore.
(A) election (B) representative (C) campaign (D) nominee

17. During the preliminary stages of building, we will break the ground, level if out, and then begin dinning the foundation.
(A) initial (B) final (C) contemporary (D) current

18. The waiter whispered in a heavy French accent, "My recommendation is that you don't try the *escargot*; it's not quite one of the chef's specialties."
(A) command (B) reference (C) suggestion (D) endorsement

19. Tensions flared when the fans from Belliew High School began chanting rude remarks at the basketball team from the rival high school.
(A) compromising (B) competing (C) winning (D) losing

20. In light of the ever-increasing debt, we feel the need to drastically cut down on all unnecessary expenditures.
(A) quit (B) progress (C) increase (D) reduce

Answers

1. B	2. C	3. D	4. A	5. B
6. A	7. B	8. A	9. B	10. D
11. C	12. B	13. C	14. C	15. A
16. D	17. A	18. C	19. B	20. D

Unit 4

Finance & Investment
财务及投资

Part A

1. **account** /əˈkaunt/ *n.* a precise list or enumeration of financial transactions 账目；账单；账户

   Based on a premonition, he removed all of his money from his bank ***account*** days before the stock market crash.

   凭着预感，他在股市崩盘几天前将所有资金从银行账户转出去。

2. **balance** /ˈbæləns/ *n.* an amount that remains or that is left over 余额；差额

   Judging by the ***balance*** of his bank account, Mike could tell that none of his checks had been cashed.

   根据账户里的余额判断，迈克知道他所有的支票都没有被兑现。

3. **bond** /bɔnd/ *n.* an official paper promising to pay a sum of money to the person who holds it, esp. one by which a government or company borrows money from the public with the promise of paying it back with interest at a fixed time 债券

   Many people find it safe and financially rewarding to invest in stocks and ***bonds*** that will accrue interest over a long period of time.

   许多人都认为投资于能长期累积利息的股票和债券是安全和报酬率高的投资方式。

4. **chamber of commerce** /ˈtʃeimbə əv ˈkɔməs/ *n.* a group of businessmen, esp. in a particular town or area, working together for the purpose of improving trade 商会

   If you want to know more about the retail stores in the area, you can go to the

Chamber of Commerce and see what information they have on them.
如果你想更了解这地区的零售商店，你可以到商会去询问他们有哪些信息。

5. **credit** /ˈkredit/ *n.* belief or confidence; favorable reputation; praise or approval; a sum available to one (as in a bank account); trust in one's ability to meet payments when due 信任；信用；信誉；功劳；荣誉；存款数额；融资；赊销

Shopping on the Internet and paying with a ***credit*** card can be convenient and dangerous at the same time.
通过网络购物并使用信用卡付费可能很方便，但也很危险。

6. **debt** /det/ *n.* something owed to someone else 债；债务

The national ***debt*** has gotten to the point where it will probably never be paid off.
国家债务已高到可能永远都无法还清的地步。

7. **deficit** /ˈdefisit/ *n.* the amount by which something less than what is needed, esp. the amount by which money that goes out is more than money that comes in 赤字；亏损额

The last time I went to the bank to withdraw money, they said my account had a ***deficit*** of over a hundred dollars.
我上次到银行提钱时，他们告知我账户中有超过100美元的欠款。

8. **depreciation** /diˌpriːʃiˈeiʃən/ *n.* decrease in value 跌价；贬值

Severe inflation has led to a great ***depreciation*** in the value of that nation's currency.
严重的通货膨胀致使那个国家的货币大幅度贬值。

9. **devaluation** /ˌdiːvæljuˈeiʃən/ *n.* a reduction in the value of something, esp. in the official exchange value of money 贬值（尤指货币）

A crash in the Hong Kong stock market brought a ***devaluation*** of some Asian countries' currency.
香港股市的崩盘导致一些亚洲国家货币的贬值。

10. **investor** /inˈvestə(r)/ *n.* a person or organization that buys stocks or shares, or pays money into a bank in order to receive a profit 投资者；出资者

The ***investor*** can consider the brokers' or experts' advice and recommendations.
投资者可以考虑一下股票经纪人或专家们的建议和推介。

11. **exempt** /igˈzempt/ *adj.* freed from a duty, service, payment, etc. 被免除的；豁免的

Susan had already made an A on her test so she was ***exempt*** from taking the final one.

苏珊考试已经得了一个 A，所以她被豁免可以不用考最后一次。

12. **expense** /ikˈspens/ *n.* cost in money, time or effort 消耗；消费

Add up all of these receipts and submit a report of your ***expenses***.

把所有收据的数字加一加，然后提出你消费金额的报告。

13. **fluctuation** /ˌflʌktjuˈeiʃən/ *n.* continual change from one point or condition to another 波动；起伏；涨落

All of last yeas's ***fluctuations*** in the budget will no longer pose a problem as we have revised our spending policies.

在修改支出政策后，所有去年在预算上的波动将不再成为问题。

14. **gross** /grəus/ *adj.* without deductions; total 总共的；全部的

The national ***gross*** sales in June totaled $729 million.

国内 6 个月销售总额为 729,000,000 美元。

15. **inflation** /inˈfleiʃən/ *n.* a continuing rise in prices 物价飞涨；通货膨胀

Inflation continues to cause the value of the New Taiwan Dollar to decrease each year.

通货膨胀持续使新台币逐年贬值。

16. **overdraft** /ˈəuvədrɑːft/ *n.* an act or instance of overdrawing a checking account; the amount overdrawn 透支；透支额

Jennie noticed her account had an ***overdraft*** and she cursed herself for being so careless as she would doubtlessly have to deal with bounced checks and irate retailers.

珍妮发觉她的账户透支，她谴责自己的不小心，因为她无疑将必须面对被银行拒收的支票和愤怒的零售商。

17. **profit** /ˈprɔfit/ *n.* money gained by trade or business; benefit 利润；收益；营利

It seems that if we were to put more funding into marketing and less in research, we could produce a substantially larger ***profit*** by attracting more buyers.

如果我们投入更多的资金到市场，而少花些钱做研究，我们可以借此吸引更

多的消费者来创造更大、更可观的利润。

18. **revenue** /ˈrevinjuː/ *n.* income, esp. that which the government receives as tax 收益；岁入；税收

The government was short of money because of falling export ***revenues***.

由于外销岁入的减少，政府的财力有些拮据。

19. **stock** /stɔk/ *n.* money lent to a government or company, on which interest is paid; the shares of a particular company or corporation 公债；证券；股票

Emma learned how to speculate in the ***stock*** market by tracking the status of stocks that her father owned.

通过了解她父亲持有的投票涨跌的情形，爱玛学会了如何投机玩股票。

20. **withdrawal** /wiðˈdrɔːəl/ *n.* the act of taking back or removing 收回；取回；撤回；提款

ATMs make it convenient for people to make ***withdrawals*** without having to go to the bank and stand in line.

自动提款机使人们可以很便利地领到钱，而不需要跑到银行去大排长龙。

Drills

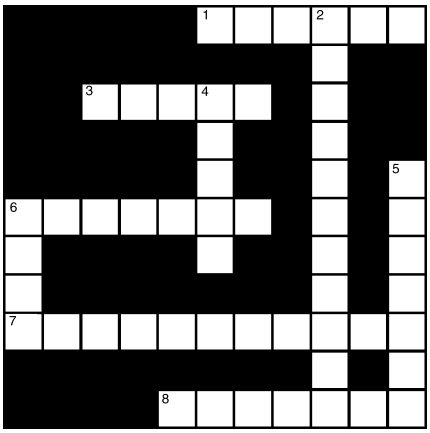
balance	depreciation	account	revenue	commerce
deficit	exempt	overdraft	devaluation	Chamber of Commerce

1. In order to have their savings protected by the Federal Deposit Insurance Corporation (FDIC), many people with large amounts of money will open several different _____ at different banks.
2. Due to resurgence in the number of baseball card collectors and surplus in cards, there was a general _____ in the value of the cards.
3. Upon proving he was legally blind, he received a(n) _____ from military service.
4. In an effort to help customers avoid poor credit ratings and bounced checks, many banks have installed a(n) _____ protection policy on their savings and checking accounts.
5. The city's _____ is in negotiations with American firms to try to boost trade links.

Answers

1. accounts 2. depreciation 3. exemption 4. overdraft 5. Chamber of Commerce

Cross Word



Across

1. money gained by trade or business
3. without deductions
6. an amount that remains
7. a reduction in the value of something
8. the income from taxes

Down

2. continual change from one point to another
4. the shares of a particular company
5. cost in money, time or effort
6. an official paper issued by a government or corporation promising to pay a sum of money to the person who holds it

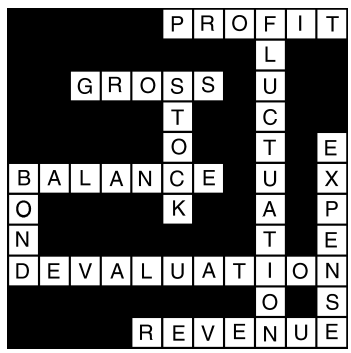
Answers

Across

1. profit 3. gross 6. balance
7. devaluation 8. revenue

Down

2. fluctuation 4. stock 5. expense
6. bond



Part B

1. **accountant** /ə'kautənt/ *n.* one that keeps, audits, and inspects the financial records of individuals or business concerns and prepares financial and tax reports 会计师；会计员

   After studying for four years at the university to be an ***accountant***, Jane decided she didn't want to work with numbers but wanted to go into acting.

   珍念了4年大学打算成为一位会计师，这会儿却决定她不想和数字打交道了，而要改行当演员。

2. **bankrupt** /'bæŋkrʌpt/ *adj.* unable to pay one's debts 破产的；倒闭的

   If we continue to take in so little with such high expenditures, we will find ourselves ***bankrupt*** before we know it.

   倘若我们持续入不敷出，我们将很快破产。

3. **capital** /'kæpitəl/ *n.* wealth, esp. money used to produce more wealthy or for starting a business 资金；资本

   A smart investor will invest his ***capital*** to the best advantage.

   聪明的投资者会将资金做最有利的投资。

4. **convert** /kən'vəːt/ *vt.* /*vi.* to change into another form, substance, or state 改变；转换

   It would be wise to ***convert*** some of your money into foreign currency before traveling abroad.

   在出国旅游以前先兑换一些外币是明智之举。

5. **currency** /'kʌrənsi/ *n.* the money in circulation in any country; general use or acceptance 货币；流通；通用

   Blake got so excited upon seeing the Roman coin because he is an avid collector of foreign ***currency***.

   布莱克非常兴奋能看到那枚罗马钱币，因为他热衷收集外币。

6. **deduction** /di'dʌkʃən/ *n.* the process of subtracting or taking away (a quantity); the amount deducted 扣除；扣除额

   Making donations to various charities is an excellent way to get a tax ***deduction***.

捐钱给一些不同的慈善机构是减税的好方法。

7. **deposit** /di'pɔzit/ *vt.* /*vi.* to pay money that will be returned later if certain conditions are kept; to place (money, etc.) for safekeeping, as in a bank 付押金；付保证金

Upon receipt of the goods, according to our contract, we will ***deposit*** the money directly into your bank account.

根据合约，我们会在收到货品后直接将钱存入您的银行账户。

8. **depression** /di'preʃən/ *n.* a period of reduced business and high unemployment; a feeling of sadness and hopelessness 不景气；忧伤；消沉；沮丧

Urging consumers not to panic, the president reassures that the current downward trend in the economy is temporary and not the onset of a ***depression***.

总统力促消费者勿恐慌，他再次保证目前经济衰退的趋势只是暂时性的，而非经济不景气的开始。

9. **discrepancy** /dis'krepənsi/ *n.* difference, or lack of agreement or similarity 差异；不同；不一致

In reviewing the reports of two of the witnesses, the detective found many ***discrepancies*** and decided to investigate the case further.

在看过两位目击证人证词的报告书后，警探发现很多矛盾之处，所以决定对此案件作进一步的调查。

10. **estimate** /'estimeit/ (1) *n.* the act of evaluating or appraising 估计；估价 (2) *vt.* to judge or calculate the nature, value, size, amount, etc. of something 估计；估价

After seeing the damage done to the front fender of the car, the mechanic quoted a repair ***estimate*** of $700.

在看过车子前面挡泥板的损害程度之后，技工报出的预估修理费为 700 美金。

11. **expenditure** /ik'spenditʃə/ *n.* spending or using up; the amount of money, time, etc. spent 消费；开销

The employee argued with his boss, saying that a health club membership was a necessary business trip ***expenditure***.

职员与雇主争论健身俱乐部的会员费是商务旅行的必要花费。

12. **fiscal** /'fiskəl/ *adj.* of or related to public money, taxes, debts, etc.

财政的；会计的

Our ***fiscal*** policies will remain unchanged and we will continue to strive for higher and higher profit margins.

我们的财经政策将维持不变，而我们也将持续为获取更大的利益而努力。

13. **fund** /fʌnd/ *n.* a supply or sum of money set apart for a special purpose 基金；专款

It would be much appreciated if you would continue to support our research through government ***funds***.

如果你们能持续以政府的专款来赞助我们的研究工作，我们将会非常感激。

14. **holding** /ˈhəuldiŋ/ *n.* land；(usually *pl.*) property owned, esp. stocks or bonds 土地；财产（常用复数）

The company's net worth, including all stocks, bonds, and ***holdings***, exceeds 5 billion dollars.

这个公司的净值包含股票、债券、地产等，超过50亿美元。

15. **ledger** /ˈledʒə/ *n.* an account book recording the money taken in and given out by a business, bank, etc. 总账；分类账

Upon further examination, it was discovered that the ***ledger*** was falsified and that allowed him to embezzle from the company.

在进一步的审查后，我们发现账簿被做假，使他有机会盗用公司的公款。

16. **overdue** /ˈəuvəˈdjuː/ *adj.* left unpaid too long 过期未付的

Due to seven ***overdue*** credit card payments, we will be unable to process your loan request until you can improve your credit rating.

由于您仍有7笔过期未付的信用卡款项，除非您的信用度有所改善，否则我们将无法处理您的贷款案。

17. **remuneration** /riˌmjuːnəˈreiʃən/ *n.* pay；payment；reward 报酬；酬劳

Ted just received ***remuneration*** for the house-painting job he did on the Smith house last week.

泰德刚收到上周替史密斯家的房子油漆的酬劳。

18. **shareholder** /ˈʃɛəhəuldə/ *n.* an owner of shares in a business 股东

If we purchase another $100,000 in stocks, we will surpass James Dunn as the primary ***shareholder***.

如果我们再购入价值10万美金的股票，我们将会取代詹姆斯·唐而成为最

大股东。

19. **stockbroker** /ˈstɔkbrəukə/ *n.* someone whose job is buying and selling stocks and shares for other people 证券和股票经纪人

Actually I am not an accountant but a ***stockbroker*** since I handle finances and stock market investments for several companies.

事实上我不是会计师而是个股票经纪人，因为我帮数家公司管理财务和投资股票。

20. **yield** /jiːld/ (1) *n.* that which is produced or the amount that is produced 生产量；收益 (2) *vt.* to produce, bear, or provide, esp. as a result of work or effort 生产；产生

If we were to combine all the ***yield*** from all six branches, you would see clearly the incredible productivity the new machines have afforded us.

如果我们能将6家分公司的生产量结合，你将可以清楚地看到这些新设备提供给我们的惊人产能。

Drills

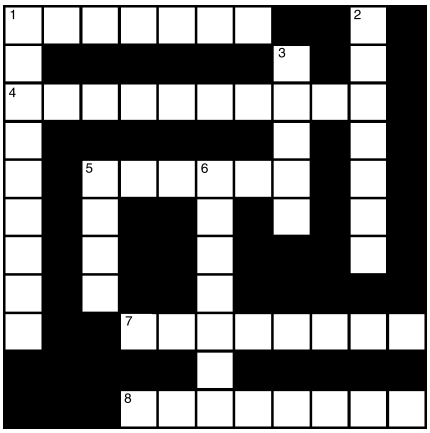
remuneration	expenditure	depression	overdue	convert
shareholder	stockbroker	estimate	discrepancy	currency

1. We are happy that you are satisfied with our work and appreciate the prompt _____ that we received today.
2. A textile company must recognize the _____ between natural and synthetic fibers in order to produce the highest quality fabrics.
3. Just days prior to the United Grains annual meeting, the largest _____ announced plans to liquidate all his assets.
4. When Ford of Canada discovered that the production cost _____ on its latest sport car model was several thousand dollars overbudget, they scrapped the entire project.
5. Recently, several European countries have opted for a single _____ in order to increase cross-border investments.

Answers

1. remuneration 2. discrepancies 3. shareholder 4. estimate 5. currency

Cross Word



Across

1. to place for safekeeping
4. a period of low economic activity
5. related to public money, taxes, debts, etc.
7. to judge the nature, value, etc, of something
8. property owned, esp. stocks or bonds

Down

1. the process of subtracting
2. to change into another state
3. to produce, bear, or provide
5. a supply or sum of money set apart for a special purpose
6. money used to produce more wealth

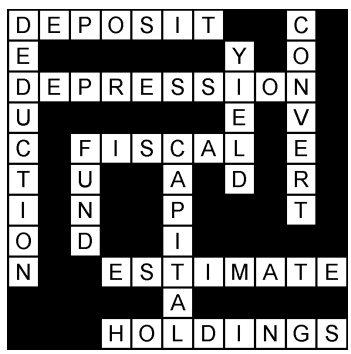
Answers

Across

1. deposit　4. depression　5. fiscal
7. estimate　8. holdings

Down

1. deduction　2. convert　3. yield
5. fund　6. capital



Unit 5

Commerce 贸易

Part A

1. **bid** /bid/ (1) *n.* a bidding; the amount bid 投标；出价 (2) *vt.* /*vi.* to offer to pay for goods or to charge for one's work or services; to tender 出价；投标；喊价

   Raising his hand, Jim signaled that he was placing a ***bid*** of $1,500 for the antique chair.

   吉姆举手示意出价 1,500 美金，想买下那只古董椅。

2. **commercial** /kəˈməːʃəl/ *adj.* of or related to business; made or done for profit 商业化的；商用的；营利的

   I've considered going into ***commercial*** business, but I still have a year before I graduate from college to make that decision.

   我考虑过进入商界，不过在大学毕业前，我还有一年时间可以作决定。

3. **competitor** /kəmˈpetitə/ *n.* one who tries to win or contends with another or others 竞争者；对手

   Even though there are so many other fast food chains, the revenue of McDonald's is so much higher that one could hardly call them ***competitors***.

   即使有那么多其他的快餐连锁店，麦当劳的营业额还是高出很多，以至于那些店根本不能真的被称为是它的“竞争者”。

4. **consolidate** /kənˈsɔlideit/ *vt.* /*vi.* to combine into one; to become stronger or firmer 结合；合并；强化；巩固

   With ABC Loans, you can ***consolidate*** all of your bills into one low monthly payment.

有了 ABC 的贷款，你可以将所有账款合并成一项月付的低利支出。

5. **contract** /ˈkɔntrækt/ *n.* a formal written agreement, having the force of law, between two or more people or groups 契约；合同

When two parties enter into a legal ***contract***, they are both bound by law to complete what they have agreed to do.

当两方签订合法合约后，二者都为法律所束缚，必须完成所承诺的事项。

6. **corporate** /ˈkɔːpərit/ *adj.* belonging to, or shared by all the members of a group; of or belonging to a corporation 全体的；团体的；公司的；法人的

We have ***corporate*** offices located in ten states and three different foreign countries.

我们公司的办事处遍及 10 个州和 3 个不同的国家。

7. **credible** /ˈkredəbl/ *adj.* deserving to be believed, trusted, or taken seriously 可信的；可靠的

Several years after we founded this company, people began to look at us as a ***credible*** and legitimate provider of insurance.

公司成立几年之后，人们开始视我们为一家诚信、合法的保险业者。

8. **debit** /ˈdebit/ *n.* a record in a book of accounts of money spent or owed (账簿上的) 借方；借项

Many college students who are prone to overspending have begun to use ***debit*** cards.

许多具有过度消费倾向的大学生都已开始使用金融卡（直接从银行户头里扣款）。

9. **earnings** /ˈəːniŋz/ *n.* money made by working; money made by a company or government 薪水；工资；收益

Through playing the stock market, Roger has yearly ***earnings*** that exceed $300,000.

经由股票市场的获利，罗杰每年所得超过 30 万美金。

10. **export** /ˈekspɔːt/ (1) *n.* (the business of) exporting; something exported 输出；出口货 (2) *vt./vi.* to send (goods) out of a country for sale 输出；出口

America's major ***exports*** include beef, sugar and produce.

美国主要的出口货物包含牛肉、糖和农产品。

11. **haggle** /ˈhægl/ *vi.* to argue about terms, price, etc. 讨价还价

Mrs. Kirk likes to ***haggle*** with the sales clerk at the department store.

柯克太太喜欢跟百货商店的售货员讨价还价。

12. **import** /ˈimpɔːt/ (1) *n.* (the business of) importing; something imported 进口；输入物 (2) *vt./vi.* to bring in (something, esp. goods) from another place or esp. another country 输入；进口

There has been a rise in the number of cars ***imported*** from Japan recently.

最近从日本进口的汽车数量增加了。

13. **invoice** /ˈinvɔis/ *n.* a list of goods supplied or work done, stating quantity and price 发票；发货清单；完成工作的清单（明列数量和价钱）

For every order, you will need to fill out an ***invoice*** and staple it to the receipt.

对于每一项订货，你都必须填写发货单，并把它钉在收据上。

14. **long-range** /ˈlɔŋˈreindʒ/ *adj.* about or covering a long time or distance 长期的；远程的

One of our ***long-range*** goals is to set up a new branch sometime next summer.

我们的长远计划之一是在明年夏天建立一家分公司。

15. **stock** /stɔk/ *n.* (a supply of) goods for sale, esp. in a shop (商店的) 现货；存货

They don't have much ***stock*** left after the Christmas rush.

圣诞节的购物热潮之后，他们的现货所剩不多。

16. **payment** /ˈpeimənt/ *n.* the act of paying 支付；付款

All ***payments*** should be made by checks or money orders and mailed to the address indicated on the bottom of the order form.

所有付款请以支票或汇票寄至订购单下方注明的地址。

17. **quote** /kwəut/ *vt.* to state the price of something 报价

They ***quoted*** a very reasonable price for the new car.

他们新车的报价非常合理。

18. **supply** /səˈplai/ (1) *n.* the amount available for use or sale; stock 供应（品）；供给（物）；库存 (2) *vt.* to provide (something that is

needed）供应（所需物品）

If the ***supply*** of a particular item exceeds the demand, the price will go down.
通常若一样产品供过于求，价格就会往下降。

19. tariff /ˈtærif/ *n.* a tax collected by a government on goods coming into or sometimes going out of a country 关税

America wants to eliminate ***tariffs*** on items such as electronics.
美国想要取消如电子产品等货物的关税。

20. voucher /ˈvautʃə/ *n.* one who gives, or serves as, assurance, a guarantee, etc.; a paper serving as evidence or proof; a kind of ticket that may be used instead of money for a particular purpose; warrant; receipt; coupon 保证人；凭证；凭单；折价券

The money was lent without any ***voucher***.
这钱没有任何担保就借出了。

Drills

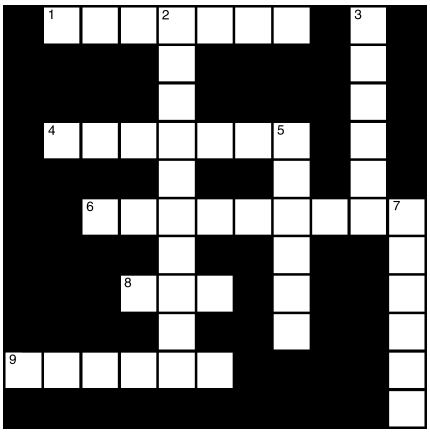
competitor	supply	consolidate	debit	invoice
tariff	haggle	contract	commercial	long-range

1. The drugstore isn't performing as well as some of its _____.
2. I think he's planning on retiring so he's trying to _____ all of his assets, stocks, bonds, and preparing to sell his business.
3. _____ cards are becoming a popular way to access the money in your account without having to use credit cards or go to the ATM every time you need money.
4. In many countries it is customary to reject a merchant's initial price and _____ for a lower price.
5. When Canada imposed a _____ on U.S. printed material, the number of popular American books entering the market greatly decreased.

Answers

1. competitors 2. consolidate 3. Debit 4. haggle 5. tariff

Cross Word



Across

1. one who gives a guarantee
4. the act of paying
6. belonging to all the members of a group
8. to offer to pay for goods
9. to provide something that is needed

Down

2. of or related to business
3. to bring in from another country
5. a tax collected on goods coming into a country
7. to send out of a country for sale

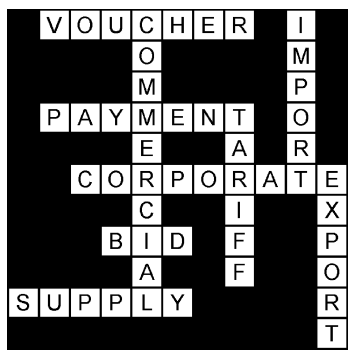
Answers

Across

1. voucher　4. payment　6. corporate
8. bid　9. supply

Down

2. commercial　3. import　5. tariff
7. export



Part B

1. **bill of lading** /bil əv ˈleidiŋ/ *n.* a list of goods carried, esp. on a ship 提货单

The foreman walked around the large vessel inspecting the latest delivery while looking at the ***bill of lading*** to make sure it was all there.

领班在大船上走动，检查刚进的一批货，并按照提货单确定货物是否齐全。

2. **commodity** /kəˈmɔditi/ *n.* an article of trade or commerce, esp. a mineral or farm product 商品；农产品

If you file for bankruptcy, I believe they will confiscate all of your personal ***commodities*** and leave you with nothing.

如果你宣告破产，我相信你的所有财产将会充公，结果你会一无所有。

3. **consignee** /ˌkɔnsaiˈniː/ *n.* the person to whom something is delivered 收件人；受托人

Frank agreed to be the ***consignee*** for these goods.

弗兰克同意作为这批货物的收件人。

4. **consumer** /kənˈsjuːmə/ *n.* a person who buys and uses goods and services 消费者；顾客

Many large companies do surveys to ascertain their ***consumers'*** opinions and shopping habits.

许多大公司都会做调查来探知消费者的意见和购物习惯。

5. **contractor** /kənˈtræktə/ *n.* a person or company that formally agrees to do work or provide supplies in large amounts, esp. to provide building materials or workers for building jobs 立契约人；承包商

We have hired a new ***contractor*** to handle the details of the construction of the large cultural center.

我们已雇用一个新的承包商来负责这个大型文化中心的细部建筑工程。

6. **cost-effective** /ˈkɔstiˈfektiv/ *adj.* bringing the best possible profits or advantages for the lowest possible cost 符合成本效益的

Many manufacturers are trying to find more ***cost-effective*** ways to advertise their

products so that they can save money.

许多制造商已开始寻找更具成本效益的方式来为他们的商品打广告以节省经费。

7. **dealer** /ˈdiːlə/ *n.* a person in a stated type of business 商人；经销商

The average age of an inner-city drug ***dealer*** has dramatically dropped in the last ten years.

贫民区的毒贩平均年龄在最近10年大幅度地下降。

8. **due** /djuː/ *adj.* owed or owing as a debt or right; payable; expected or supposed to happen, arrive, etc. 应付的；到期的；该发生的

The total amount ***due*** includes all main courses, beverages, desserts and 15% gratuity.

全部的应付账款包含主菜、饮料、点心和15%的小费。

9. **endorse** /inˈdɔːs/ *vt.* to write on the back of (a title, check, etc.); to support; to approve; to sanction 背书；支援；赞同

A well-known actress ***endorsed*** their product.

有一个著名的女演员为他们的产品背书。

10. **forward** /ˈfɔːwəd/ *vt.* to send or pass on to a new address 送到；转递

I am not getting my mail because the people who live in my old house will not ***forward*** my mail to me.

我没收到信，因为住在我旧房子的人不会把信转给我。

11. **headquarters** /ˈhedˌkwɔːtəz/ *n.* the main office or center of operations 总公司；总部；司令部

The ***headquarters*** of Hershey Chocolates, in Hershey, Pennsylvania offers free tours daily between the hours of 9 A. M. and 4 P. M.

位于宾州贺喜的好时巧克力总公司每日从早上9点到下午4点提供免费参观。

12. **inventory** /ˈinventəri/ *n.* an itemized list of goods, property, etc,; the store of goods; stock 详细目录；清单；存货

Before leaving, he made an ***inventory*** of everything that was to stay.

在离开之前，他详细列出要留下来的东西。

13. **letter of credit** /ˈletə əv ˈkredit/ *n.* an official letter from a bank allowing a named person to take money from another bank, esp. in a foreign

country 信用状

We will send out the shipment as soon as we receive your ***letter of credit***.

我们一接到信用担保书，就会马上把货物寄过去。

14. order /ˈɔːdə/ *n.* a request to supply goods; a written or printed paper which allows the holder to do something, e. g. to be paid money 订货；订单；汇票；汇单

We have no shampoo in stock but it is on ***order***.

我们没有洗发精的存货，但已经订购了。

15. patent /ˈpeitənt/ (1) *n.* a paper from a government office giving someone the right to make or sell a new invention for a certain number of years 专利 (2) *vt.* to obtain a patent 取得……的专利

Albert Einstein worked for many years as a ***patent*** clerk before becoming a famous scientist.

爱因斯坦在成为有名的科学家之前曾担任专利人员多年。

16. quota /ˈkwəutə/ *n.* an amount that has been officially fixed as someone's share 定量；定额；配额

The university has exceeded its ***quota*** of law students.

那所大学的法律系学生已经超额了。

17. shipment /ˈʃipmənt/ *n.* a load of goods sent together by sea, road or air 一批货

The goods you ordered last week are ready for ***shipment*** as soon as a truck is available.

等货车一有空，你上星期订的货立刻可以装运。

18. surplus /ˈsəːpləs/ (1) *n.* an additional amount 过剩的量；盈余 (2) *adj.* additional to what is needed or used 过剩的；剩余的

Due to a drop in demand, our warehouses have been stuffed with loads of ***surplus*** goods.

由于需求降低，我们的仓库塞满了大量过剩的货品。

19. trademark /ˈtreidmɑːk/ *n.* a special name, sign, word, etc. used by a manufacturer or dealer to distinguish a product, usually protected by law (注册) 商标

Trademarks of companies are protected by law and cannot be copied or duplicated without permission.

公司的商标是受法律保护的，未经许可，不可盗印或复制。

20. warehouse /ˈwɛəhaus/ *n.* a building where goods are stored; storehouse; depot; wholesale store 仓库；货价；大商店

Companies often have large ***warehouses*** in which they can store surplus items for future sale.

公司通常有大型的仓库来存放多余的货物，以便将来出售。

Drills

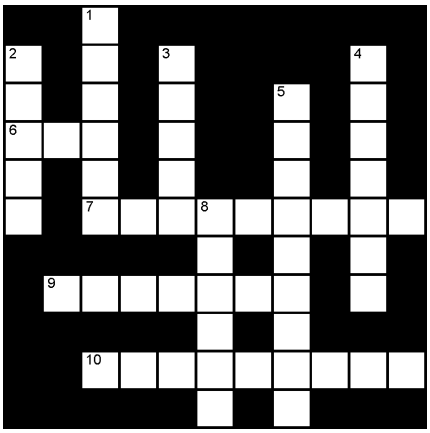
letter of credit	contractor	endorse	patent	surplus
inventory	dealer	quota	shipment	trademark

1. I got a _____ from our bank that I could then take to my creditors to pay my debts.
2. The local construction safety association requires us to _____ "safe work habits" for all structural steel workers.
3. Windsor Plywood has the largest _____ of softwood lumber in the province.
4. Auto parts manufacturers were forced to downsize when government enforced _____ to avoid market saturation.
5. In 1990, Smirnoff generated such a _____ of vodka that they were able to drop the export price by $2.00 per bottle.

Answers

1. letter of credit 2. endorse 3. inventory 4. quotas 5. surplus

Cross Word



Across

6. owed as a debt
7. a special sign or word used by a manufacturer
9. to send to a new address
10. an itemized list of goods

Down

1. a paper giving someone the right to make a new invention
2. a request to supply goods
3. a number of amount fixed as someone's share
4. to write on the back of a check
5. an article of trade or commerce
8. a person in a stated type of business

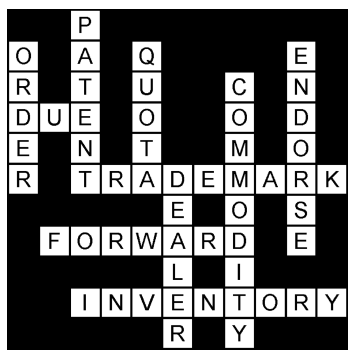
Answers

Across

6. due　　7. trademark　　9. forward
10. inventory

Down

1. patent　　2. order　　3. quota
4. endorse　　5. commodity　　8. dealer



Unit 6

Business Meeting & Negotiation
商务会议及谈判

Part A

1. **adjourn** /əˈdʒəːn/ *vt. /vi.* to bring (a meeting, trial, etc.) to a stop, esp. for a short period or until a later time 休会；延期

   The judge has decided to ***adjourn*** for today because of the fight in the courtroom.

   因为法庭里面的争斗事件，法官决定中止今日的审判议程。

2. **agreement** /əˈgriːmənt/ *n.* an understanding between two people, parties, countries, etc.; accord; pact 同意；协定

   I hope the two firms will be able to reach a mutually satisfying ***agreement***.

   我希望这两家公司可以达成彼此都满意的协议。

3. **amendment** /əˈmendmənt/ *n.* a change to improve a rule, law, statement, etc. 修正

   There will be a meeting today to vote on a new ***amendment*** to be added to the company's charter.

   今天会有一场会议来投票表决是否要将一项新的修正案加到公司的规章里。

4. **approval** /əˈpruːvəl/ *n.* favorable opinion or judgment 赞成；同意

   I'm not sure whether or not your proposal received ***approval*** from the board; however, I do know that two of the members mentioned their strong support for it.

   我不确定委员会是否同意了你的这项提案，但我知道有两位委员对此提案深表支持。

5. **attentive** /əˈtentiv/ *adj.* taking careful notice, listening carefully 注意的；

留心的；专心的

Due to a condition called Attention Deficit Disorder, Bob found it very difficult to be ***attentive*** to what the teacher said.

因为患了注意力短缺失调症，鲍伯发现自己很难专心听老师讲课。

6. **board** /bɔːd/ *n.* an official body or group that has responsibility for a particular organization or activity 理事会；委员会；董事会；局；部；会

The ***board*** only meets when there are urgent matters concerning the welfare of the entire company.

董事会只在与全公司员工福利相关的紧急事故发生时才召开会议。

7. **brainstorm** /ˈbreinˌstɔːm/ *vt.* to try to solve problems, develop new ideas, etc. by unrestrained and spontaneous participation in discussion 脑力激荡

Our last advertising effort failed miserably, so I think we should spend more time ***brainstorming*** to get the best ideas possible. 我们上回的广告惨遭失败，所以我想我们应该找些时间集思广益，看是否能想出最好的点子。

8. **concede** /kənˈsiːd/ *vt.* /*vi.* to admit as true, correct or proper, etc.; to give as a right 容忍；容许；让步

After much discussion, we have ***conceded*** to support their plan to reconfigure the computer system.

几经讨论，我们同意支持他们重组电脑系统的计划。

9. **conference** /ˈkɔnfərəns/ *n.* a formal meeting for discussion 会议；协商会；讨论会

The journalists' ***conference*** will be attended by some of the top reporters in the nation.

此次新闻从业人员会议将有国内一些顶尖的记者参与。

10. **convention** /kənˈvenʃən/ *n.* generally accepted practice; a meeting or formal assembly, as of representatives or delegates 惯例；常规；习俗；会议；大会

The International Trade ***Convention*** will be held in Geneva next month.

国际贸易大会下个月将在日内瓦举行。

11. **convince** /kənˈvins/ *vt.* to make someone completely certain about

something 使信服

I just can't come up with a way to ***convince*** my boss that these weekly meetings are a real waste of a time.

我实在想不出好方法来使老板相信每周的会议其实都在浪费时间.

12. **cross-reference** /ˈkrɔsˈrefərəns/ (1) *n.* a note directing the reader from one place in a book to another place in the same book 前后参照 (2) *vt.* to provide with cross references (使) 前后对照

Make sure you ***cross-reference*** all of your sources and add them to your bibliography.

你要确定交叉列举所有的参考资料，并将它们加注在参考书目里。

13. **delegate** /ˈdeligit/ *n.* a person authorized to act as representative for others; representative 代表

He was selected to be one of the ***delegates*** to go on a tour to Bosnia to promote peace in the war-torn country.

他被推选为代表团的一员，到饱受战火肆虐的波斯尼亚推动和平。

14. **demand** /diˈmɑːnd/ *vt.* to ask for firmly and not be willing to accept a refusal 要求；强求

The kidnappers ***demanded*** no less than one million dollars for the safe return of his daughter.

绑匪要求超过 100 万美元的赎金，以换取他女儿的平安归来。

15. **dispute** /disˈpjuːt/ (1) *n.* an argument or quarrel 争端；争执；纠纷 (2) *vt. /vi.* to argue about something (angrily) 争论；争执；争吵

In order to settle the ***dispute*** peacefully, both sides have to compromise and give up something.

为了和平解决纷争，双方都必须妥协，放弃一部分的需求。

16. **negotiation** /niˌgəuʃiˈeiʃən/ *n.* an act of discussing with a view to reaching agreement 协商；谈判

We'll not begin official ***negotiations*** until they commit to ending this silly dispute.

除非他们保证不再做这种愚蠢的争论，否则我们就不会开始正式的协商。

17. **persuade** /pəˈsweid/ *vt. /vi.* to make someone willing to do something by reasoning, arguing, repeatedly asking, etc. 说服；劝服

Is there any way I could ***persuade*** you to put out that cigarette?
我有什么办法能说服你捻熄那根烟呢？

18. postpone /pəˈspəun/ *vt.* /*vi.* to put off until a later time; to defer; to delay 延迟；延期

He decided to ***postpone*** the expedition until the storm is over.
他决定把探险延到暴风雨结束之后。

19. reconcile /ˈrekənsail/ *vt.* to find agreement between two opposing ideas, situations, etc. 调和；调解

It would be better to ***reconcile*** differences between employees and their boss than to constantly have contention at the work place.
能调解员工与老板之前的差异要比弄得职场纷争不断好多了。

20. settlement /ˈsetlmənt/ *n.* an agreement ending an argument; a payment of money claimed 协议；支付

She accepted an out-court ***settlement*** of $2.5 million.
她接受了一笔250万美金的庭外和解费。

Drills

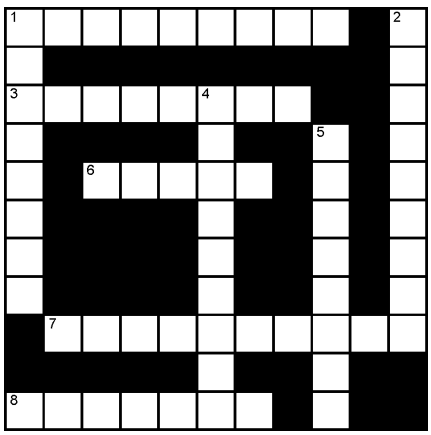
adjourn	postpone	concede	reconcile	negotiation
persuade	amendment	attentive	delegate	dispute

1. The rhythmic dong of the clock heralded the arrival of midnight and indicated that the meeting ought to be _____.
2. The property manager considered the tenant's requests and drafted an _____ to the lease that would satisfy them both.
3. "OK, so maybe I wasn't completely honest about the whole Monica Lewinsky thing," President Clinton _____.
4. After ten days of a _____ deadlock, a breakthrough was achieved by union leaders.
5. The infamous history of Welsh labor _____ has many tales of violence and intimidation.

Answers

1. adjourned 2. amendment 3. conceded 4. negotiation 5. disputes

Cross Word



Across

1. taking careful notice
3. to make someone willing to do something by reasoning
6. an official body that has responsibility for a particular organization
7. a formal meeting
8. to argue about something

Down

1. favorable opinion or judgement
2. to find agreement between two opposing ideas
4. an understanding between two parties
5. to make someone completely certain about something

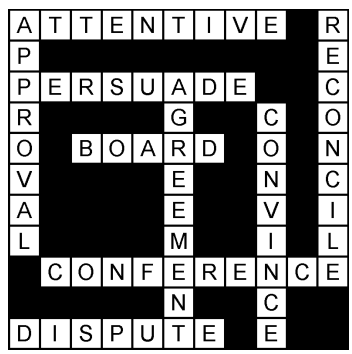
Answers

Across

1. attentive 3. persuade 6. board
7. conference 8. dispute

Down

1. approval 2. reconcile 4. agreement
5. convince



Part B

1. **agenda** /əˈdʒendə/ *n.* a list of the subjects to be dealt with or talked about at a meeting 议程

According to today's ***agenda***, we are supposed to talk about the new project.
根据今日的议程，我们应该讨论那项新企划案。

2. **alternative** /ɔːlˈtəːnətiv/ *n.* something, esp. a course of action, that may be taken or chosen instead of one or more others 可供选择的事物、方式等

I don't think that there are any ***alternatives*** left except to sell all of the company's assets.
我认为除了卖掉公司所有的资产外，我们别无选择。

3. **announce** /əˈnauns/ *vt.* /*vi.* to make known publicly 通告；宣布；宣告；公之于众

The press conference ***announced*** yesterday that there would be an official merger of the two companies.
昨日的记者会宣布了这两家公司将正式合并的消息。

4. **articulate** /ɑːˈtikjulit/ *adj.* expressing or able to express thoughts and feelings clearly and effectively 能清楚有力地表达思想感情的；表达能力强的

The child was unable to offer an ***articulate*** description of what she had witnessed.
这个小孩无法清楚表达她所目睹的一切。

5. **attorney** /əˈtəːni/ *n.* a lawyer 律师

My ***attorney*** suggests we have a discussion with him before making any decisions.
我的律师建议我们在作决定之前应先与他讨论。

6. **breakthrough** /ˈbreikˌθruː/ *n.* an important advance or discovery (often after earlier failures) 突破；重大进展

The company looks poised to make a significant ***breakthrough*** in China.
这公司看来已经准备好进军中国。

7. **compromise** /ˈkɔmprəmaiz/ *n.* setting an argument or difference of opinion by each side agreeing to some of the demands of the other; an agreement reached in this way 妥协；折中；和解

We won't, for any reason, ***compromise*** our ethical and moral standards for any amount of profit or advantage.

不论在任何情况下，我们的伦理与道德标准绝不因利益好处而有所妥协。

8. **conclusive** /kənˈkluːsiv/ *adj.* putting an end to doubt or uncertainty 决定性的；勿庸置疑的

The DNA testing of the bloody clothes was ***conclusive*** in its implication that this man is the murderer.

对血衣的 DNA 测试显示，这个男人勿庸置疑就是凶手。

9. **consensus** /kənˈsensəs/ *n.* a general agreement 一致的意见；共识

We have discussed this for hours and the general ***consensus*** is that you should resign.

经过我们数小时的讨论，大家的共识是你应该辞职。

10. **converse** /kənˈvəːs/ *vi.* to talk informally; to have a conversation 谈话；交谈

If you have time tomorrow, I'd really like to meet you for lunch and ***converse*** a little about my new ideas.

如果你明天有空，我真的很希望跟你见面吃顿午饭，谈谈我的新构想。

11. **criterion** /kraiˈtiəriən/ *n.* a standard against which something is measured 标准；规范（*pl.* criteria）

The most important ***criterion*** for entry is that applicants must pass the TOEIC test.

录取最重要的标准是申请者必须通过 TOEIC 考试。

12. **decline** /diˈklain/ *vi.* to go from a better to a worse position 衰落；衰退；下降

Lots of people think the standards of morality have ***declined*** much in recent years.

许多人认为，近几年来人们的道德标准下降了不少。

13. **demonstration** /ˌdemənsˈtreiʃən/ *n.* an act of showing or proving something; a public show of strong feeling or opinion, often with

marching, signs, etc. 示范；实证；（游行）示威

I think it would be best if you can give a ***demonstration*** of how this new product works.

我认为最好是你能示范一下这个新产品的用法。

14. diplomacy /diˈpləuməsi/ *n.* the art and practice of establishing and continuing relations between countries; skill at dealing with people and getting them to agree 外交（手腕）；交际手段

You wouldn't believe how much of a part ***diplomacy*** plays in normal everyday business negotiations.

你不能想象外交手腕在我们每天的商业谈判上占多重要的地位。

15. dissuade /diˈsweid/ *vt.* to advise someone against doing something 劝阻

I'm trying as hard as I can to ***dissuade*** him from selling his shares of the company's stock.

我尽我所能地劝阻他不要抛售持有的公司股份。

16. on behalf of /ɔn biˈhaːf əv/ for, in the interest of, or as the representative of 代表

On behalf of my wife and my family, I would like to thank all those who helped us in our time of need.

我谨代表妻子和家人感谢所有在我们需要帮助时伸出援手的人。

17. petition /piˈtiʃən/ (1) *n.* a request or demand made to a government or other body, usually signed by many people 请愿（书）(2) *vi.* to make or send a petition 请愿

In order to stop the developers from building on the wetlands, we need 1,000 signatures on this ***petition***.

为了阻止开发者在湿地上建筑房舍，我们需要1000人在这张请愿书上联合署名。

18. premise /ˈpremis/ *n.* a statement or idea on which reasoning is based 前提

On what ***premise*** has he decided to go ahead without the approval of the rest of us?

他在什么前提之下决定不顾我们的意见一意孤行？

19. **seminar** /ˈseminɑː/ *n.* a small group, esp. a class of advanced students with a teacher, meeting to talk about a subject 研讨会；讨论课；讲习会

There is a special ***seminar*** at the local bank on personal accounting.
在当地银行有一场个人理财的特别研讨会。

20. **statement** /ˈsteitmənt/ *n.* something that is stated; a written or spoken declaration, exp. of a formal kind 声明；陈述

We can't reimburse you until we receive an official ***statement*** listing all of your expenditures.
要等收到正式的全部费用的明细之后，我们才能付还你们的支出。

Drills

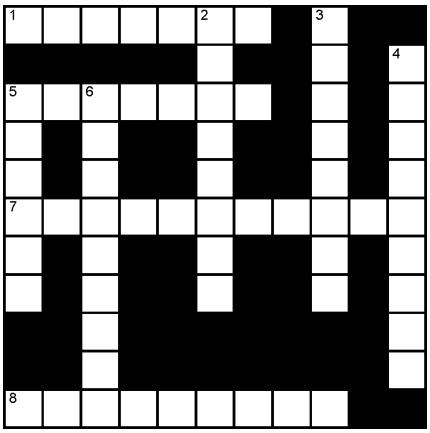
converse	petition	dissuade	announce	consensus
criterion	decline	diplomacy	on behalf of	compromise

1. The cancellation of Bob's flight gave us the opportunity to _____ about some pressing matters, but we ended up chatting all afternoon.
2. Secretly wanting the bike himself, Jim tried to _____ his brother from buying it.
3. The villagers _____ to be allowed to go back to their own homes.
4. I was unable to meet the rigid _____ for Olympic athletes and, subsequently, was released from training.
5. Because of my command of the native language, I spoke _____ the aboriginal community when the federal commission convened for land claim discussions.

Answers

1. converse 2. dissuade 3. petitioned 4. criteria 5. on behalf of

Cross Word



Across

1. a small group meeting to study or talk about a subject
5. to go from a better to a worse position
7. something that can be chosen instead of others
8. a general agreement

Down

2. to make known publicly
3. a request or demand made to a government
4. a written or spoken declaration
5. to ask for firmly
6. a standard against which something is measured

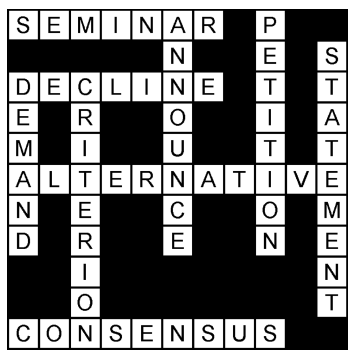
Answers

Across

1. seminar　5. decline　7. alternative
8. consensus

Down

2. announce　3. petition　4. statement
5. demand　6. criterion



Exercise Two

1. After his television repair business went bankrupt, Steve decided to stay home and watch the children while his wife played the role of the breadwinner.
   (A) broke (B) serious (C) down (D) ahead
2. Juan worked triple-overtime at the box factory and even delivered newspapers in order to pay off the debt he incurred by buying a Cadillac.
   (A) rent (B) credit (C) obligation (D) money owed
3. He played the attentive suitor, complete with roses and bonbons.
   (A) mindless (B) heedful (C) passionate (D) gross
4. Every major athletic shoe company competes to have famous athletes endorse their particular brand of shoe.
   (A) purchase (B) announce (C) remunerate (D) support
5. You have to get your father's approval before you can go on that trip.
   (A) cross reference (B) appointment
   (C) consent (D) exception
6. His withdrawal from the Olympics was prompted by accusations of his use of anabolic steroids.
   (A) retreat (B) yield (C) escape (D) participation
7. To spend more money on shipping than on producing an item is silly and definitely not cost-effective!
   (A) convincing (B) decisive (C) economical (D) efficient
8. We quarrelled, but now we are reconciled.
   (A) are determined (B) have made up
   (C) have been through (D) are equivalent
9. Throughout the cross-examination, the defense tried to show the jury that the witness was not credible.
   (A) incredulous (B) gullible
   (C) communicative (D) trustworthy
10. Ellen tore the pink copy of the invoice off and gave it to the customer, and kept the yellow copy for store records.
    (A) letter (B) bill (C) journal (D) involvement
11. The libraries in large cities are well supplied with books on many subjects.

(A) supposed (B) supervised (C) provided (D) subdued

12. The auto shop didn't give us a quote of the cost of repairs.
(A) a hint (B) an estimate (C) an illustration (D) a clue

13. Disguised as innocent comments, Sam's accusations were hurled, like throwing knives, at his colleague.
(A) conclusions (B) suggestions (C) concepts (D) remarks

14. As an educator, he goes to the teachers' convention every year.
(A) tradition (B) sale (C) assembly (D) delegation

15. Even after two weeks of non-stop debating, they still haven't reached a conclusive decision on what they want to do.
(A) subjective (B) convincing (C) competitive (D) final

16. The depreciation of the U. S. dollar caused a lot of panic.
(A) devaluation (B) dedication (C) demonstration (D) deletion

17. The two countries disputed over the ownership of the territory.
(A) defended (B) argued (C) cooperated (D) settled

18. Until I actually see the ledgers and can ascertain for myself the exact expenditure to profit ratio, it will be hard for me to draw a conclusion and make a decision.
(A) fluctuations (B) contracts
(C) account books (D) bills of lading

19. We are going to be holding seminars all day Saturday on topics ranging from balancing a checkbook to personal investing.
(A) parties (B) bands (C) conferences (D) statements

20. The premise of the story is the notion that aliens invaded the White House and planted an alien clone of the president to run the country according to their wishes.
(A) history (B) preface (C) outline (D) basis

Answers

1. A	2. D	3. B	4. D	5. C
6. A	7. C	8. B	9. D	10. B
11. C	12. B	13. D	14. C	15. D
16. A	17. B	18. C	19. C	20. D

Unit 7

Technology & Equipment
科技及设备

Part A

1. **advance** /ədˈvɑːns/ *vt.* /*vi.* to move or bring forward 前进；进展

   I remember when the original car phones were invented, they were thought to be a huge breakthrough, but look how much cellular phones have ***advanced*** since then.

   我还记得最初汽车电话发明时被认为是一项重大突破，而如今，移动电话是多么进步。

2. **capacity** /kəˈpæsiti/ *n.* the potential or suitability for holding, storing, or accommodating; the maximum amount or number that can be contained or accommodated; ability or power 容量；才能；能力

   Though the bus's ***capacity*** was clearly marked, the driver still tried cram more people in than it could legally hold.

   虽然这辆公交车已清楚标明载容量，司机仍然尝试挤入超过其所能承载的人数。

3. **component** /kəmˈpəunənt/ *n.* any of the parts that together make a whole 构成要素；成分；零件

   In an effort to save money, lots of companies will buy computer and electronic ***components*** from Asian countries where they are manufactured and sold at lower costs.

   为了尽量节省成本，许多公司会购进亚洲国家制造并出售的价格低廉的电脑和电子零件。

4. **device** /diˈvais/ *n.* a piece of equipment intended for a particular purpose; a plan or scheme; a picture or drawing 装置；设备；图案；

设计

The curious workmanship of the ***device*** prompted Eddie to stop and reach down to pick it up.

这个装置独特的工艺品促使艾迪停下去把它捡起来。

5. **engineer** /ˌendʒiˈniə/ *n.* a person who is professionally trained to plan the making of machines, roads, bridges, electrical equipment, etc.; a skilled person who controls an engine or engines 工程师

My dad graduated from college as an electrical ***engineer***, but decided he could make more money in real estate.

我父亲有电机工程学位，但最后却决定走入房地产领域，因为他认为可以赚较多的钱。

6. **facilitate** /fəˈsiliteit/ *vt.* to make easy or easier 促进；使（更）容易

Frances wrapped the towel around the lid of the mayonnaise jar in order to ***facilitate*** its opening.

弗兰西斯用毛巾缠着蛋黄酱瓶的瓶盖，以便容易将它打开。

7. **fuel** /fjuəl/ *n.* a material used to produce heat or power by burning; nutritive material; a material from which atomic energy can be liberated, esp. in a reactor 燃料

Many scientists fear the continual use of fossil ***fuel*** at its current rate will deplete our natural resources.

许多科学家害怕若持续以现有的消耗量使用化石燃料，将会很快使我们的自然资源消耗殆尽。

8. **generator** /ˈdʒenəreitə/ *n.* a machine which produces something; a machine by which mechanical energy is changed into electrical energy 产生器；发电机

Many people bought new gasoline-powered ***generators*** in preparation for the "Y2K" disaster.

许多人购买了新的汽油发电机来防备 Y2K 的大灾难。

9. **innovative** /ˈinəuveitiv/ *adj.* newly invented or introduced; different from and better than the previous ones 创新的；革新的

I thought your presentation at the seminar yesterday was not only exciting but also very ***innovative***.

我认为你昨日在研讨会上的演说不但精彩，而且非常有创意。

10. **inventor** /inˈventə/ *n.* a person who makes or produces a new thing 发明家

As a prospective ***inventor***, Billy loved going into Doctor Grant's lab to see what contraptions the doctor had been working on.

作为未来的发明家，比利喜欢进入葛兰博士的实验室，去看看他正在研制什么新奇的装置。

11. (1) **leading edge** /ˈliːdiŋ edʒ/ *n.* something that is or represents the most advanced or innovative aspect of a field, activity profession, etc. out in front of 领先的优势 (2) **leading-edge** *adj.* having leading edge 居领先地位的

Microsoft and Bill Gates will continue to hold the ***leading edge*** in the computer software industry.

微软和比尔·盖茨将持续在电脑软件工业占有领先地位。

12. **malfunction** /ˌmælˈfʌŋkʃən/ (1) *n.* a fault in operation 故障 (2) *vi.* to function imperfectly or badly; to fail to operate normally 发生故障；机能失常

This new modem has ***malfunctioned*** six times since we bought it last month.

自从上个月我们买下来这个新的调制解调器以后，它已经发生6次故障了。

13. **mode** /məud/ *n.* a particular form or variety of something; a way of behaving, living, operating, etc.; customary usage or current fashion 样式；模式；方式；风尚；时尚

I don't think this ***mode*** of transportation is the fastest or the most cost-effective in getting us to the airport.

我认为用这种交通工具送我们到机场并不是最快的方式，也并非最符合经济效益。

14. **operate** /ˈɔpəreit/ *vt.* /*vi.* to work or be in action; to cause to function; to carry on trade or business 操作；运转；经营

I still don't understand exactly how to ***operate*** this version of Windows, but I will give it a try and hope nothing goes wrong.

我还是不确切地知道如何操作这个版本的视窗，但我会试一次，并希望不要出什么错。

15. **outlet** /ˈautlet/ *n.* a place or opening through which something is let out; a store, merchant, or agency selling the goods of a particular wholesaler or manufacturer; a point on a wiring system at which current is taken to supply electric devices 出口；排水口；销售店；商行；插座

All of the electrical ***outlets*** in the house were out because of a blown fuse.

家里所有的电源插座都因保险丝烧断的原因而不能用了。

16. **portable** /ˈpɔːtəbl/ *adj.* capable of being carried or moved about 可携带的；轻便的

I think that ***portable*** laptop computers are ingenious and make working so much more convenient.

我认为手提式电脑是一项天才的发明，让工作便利许多。

17. **raw material** /rɔː məˈtiəriəl/ *n.* material before being processed or manufactured into a final form 原料

We import ***raw material*** and energy, and export industrial products mainly.

我们进口原材料和能源，而出口的大部分是工业产品。

18. **satellite** /ˈsætəlait/ *n.* a body in space that moves around a larger one, esp. a planet; a man-made object rocketed into orbit around the earth, moon, etc. 卫星；人造卫星

Every 24 hours we pass right under the ***satellite*** that sits in space around the Earth's orbit receiving and relaying transmissions.

每 24 个小时我们就会从卫星底下通过，这个卫星被安置在地球轨道上的太空中接收并传送讯号。

19. **specification** /ˌspesifiˈkeiʃən/ *n.* a detailed plan or set of descriptions or directions 规格（说明）；载明；详述

There are detailed ***specifications*** as to what type of experience and education you should have to work here.

关于你必须具备什么样的工作经验和教育背景才能在这儿工作有详细的说明。

20. **substandard** /ˌsʌbˈstændəd/ *adj.* below the standard; below the norm; not as good as the average 标准以下的；不合规格的；次等的

The residents in general are poor and undereducated, and live in ***substandard*** housing.

这些居民一般都很穷困、未受良好教育，并且住在不合标准的房子里。

Drills

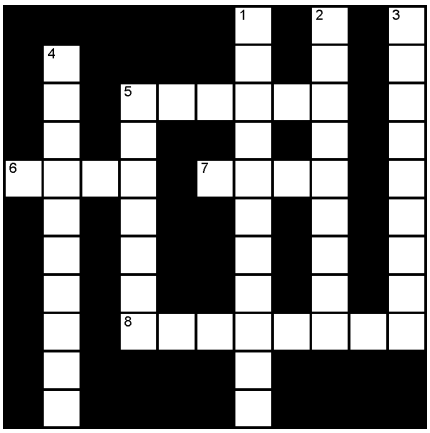
capacity	component	portable	device	malfunction
fuel	leading-edge	satellite	innovative	specification

1. After successfully dismantling the lawnmower, Mick laid out all of its _____ on the floor of his garage to facilitate repairs.
2. Crash investigators discovered that the collision of an F-14 into an Italian cable car was the result of a _____ in a wiring harness.
3. Hewlett Packard's _____ digital cameras have met with incredible market success.
4. Taiwan's new high-speed rail link between Taipei and Kaoshung will use _____ technology to ensure passenger safety.
5. "If you can't meet the exact _____ my company requires, I don't think we'll be able to conduct business with you any longer." the manager said.

Answers

1. components 2. malfunction 3. innovative 4. leading-edge 5. specifications

Cross Word



Across

5. a place or opening through which something is let out
6. a particular form or variety of something
7. a material used to produce heat or power by burning
8. a person trained to plan the making of machines, electrical equipment, etc.

Down

1. to function imperfectly or badly
2. a body in space that moves around a larger one
3. a machine by which mechanical energy is changed into electrical energy
4. newly invented or introduced
5. to cause to function

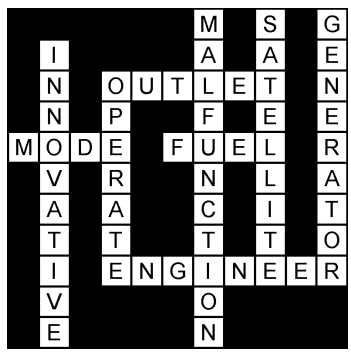
Answers

Across

5. outlet　　6. mode　　7. fuel
8. engineer

Down

1. malfunction　　2. satellite　　3. generator
4. innovative　　5. operate



Part B

1. **automaton** /ɔːˈtɔmətən/ *n.* a machine that moves or works by itself, esp. a robot 自动操作装置；机器人

   With all the technological advances, it's a wonder we haven't developed fully functional ***automatons*** like those found in science fiction movies.

   科技如此的进步，我们不免好奇何以至今仍未能发展出像科幻电影里那样具有全自动功能的机器人。

2. **cell (ular) phone** /ˈsel(jələr)ˈfəun/ *n.* a mobile telephone system 移动电话；手机

   The man pulls out his ***cell phone*** and calls emergency services.

   这位男士拿出手机打电话给急救中心。

3. **consecutive** /kənˈsekjutiv/ *adj.* following in regular unbroken order 连续的；连贯的

   The Lakers have won 14 ***consecutive*** games, and it doesn't look like anyone will beat them anytime soon.

   湖人队已连胜 14 场，目前看来似乎还没有人能打败他们。

4. **devise** /diˈvaiz/ *vt.* to plan or invent, esp. cleverly 设计；发明；策划

   They can't seem to ***devise*** a feasible design for this year's new cell phone models.

   他们似乎无法为今年新的移动电话机种类发明出合适的设计。

5. **equipment** /iˈkwipmənt/ *n.* the set of things needed for a particular activity 装备；设备

   I don't know if we have sufficient ***equipment*** to effectively resolve the internal combustion problems of your car.

   我不知道我们是否有足够设备可以有效解决你车子的内燃问题。

6. **facility** /fəˈsiliti/ *n.* (often *pl.*) something designed, built, installed, etc. to serve a specific function affording a convenience or service 便利的设施；设备

   The country club had fantastic ***facilities*** that offered weight training.

   这个乡村俱乐部有非常好的设备提供举重训练。

7. **gadget** /ˈgædʒit/ *n.* a small mechanical device or useful apparatus 小巧的机械装置；小玩意

I have been fiddling with this ***gadget*** for hours, but I still can't seem to figure out how it works.

这个小玩意我已经弄了几个小时了，但仍未搞懂它是怎么运作的。

8. **hands-on** /ˈhændzɔn/ *adj.* requiring manual operation, control, adjustment, or the like; characterized by or involved in active personal participation in an activity 实地操作的；亲身体验的

Lots of computer companies require ***hands-on*** experience, so plan on taking their three-month training course on matter how much you think you know.

许多电脑公司都要求实际经验，因此不管你认为你有多懂电脑，你还是得准备接受他们的3个月训练课程。

9. **inspect** /inˈspekt/ *vt.* /*vi.* to view closely in critical appraisal 检查；审查；视察

Jane pulled over to the side of the road, popped the hood, and waited for the smoke to clear before she could ***inspect*** the engine.

珍将车子靠边停下，把引擎盖打开，等烟雾散去后再检查引擎。

10. **laboratory** /ləˈbɔrətri/ *n.* room or building fitted with equipment for scientific experiments 实验室

Dr. Frankenstein had been working long and almost maddening hours in the ***laboratory*** on his greatest creation.

弗兰肯斯坦医生已经在实验室里为他最伟大的创造疯狂地工作了很长的一段时间。

11. **maintenance** /ˈmeintinəns/ *n.* the act of keeping something in good condition 维护；保养

I'm not that familiar with car internals, but I know basic ***maintenance*** skills like changing the oil and replacing a flat fire.

我并不是那么熟悉车子的内部构造，但我懂一些像换机油、换爆胎等的基本维修技巧。

12. **manual** /ˈmænjuəl/ (1) *n.* a small book giving information about how to do something, esp. how to use a machine (使用) 手册；指南 (2) *adj.* of or using the hand 手 (工) 的

Why don't you stop fooling with it and read the ***manual*** before you end up breaking it?

为什么你不停止乱搞，先读一下使用手册，免得把东西搞坏了？

13. **network** /ˈnetwəːk/ *n.* a large system of lines, tubes, wires, etc. that cross one another or are connected with one another; a group of radio or TV stations in different places using many of the same broadcasts; a set of computers that are connected to each other and can be used as a means of sending and sharing information or messages 网状系统；广播、电视网；电脑网

If all of the computers are hooked up to a ***network***, we can then play computer games and compete with one another.

如果所有电脑都连上网，我们就可以玩电脑游戏，彼此竞赛。

14. **outage** /ˈautidʒ/ *n.* an interruption or failure in the supply of power, esp. electricity 电力中断；断电

You had better save your work in case there is a power ***outage*** and everything gets lost.

你最好先存档，以免断电什么都没了。

15. **petroleum** /piˈtrəuliəm/ *n.* a mineral oil obtained from below the surface of the earth, and used to produce gasoline and various chemical substances 石油

One day all of the Earth's natural ***petroleum*** will be exhausted, and the world will be in dire straits searching for new forms of fuel.

有一天地球上的天然石油会被用尽，届时全世界将会因须寻找新能源而陷入极端的困境。

16. **procedure** /prəˈsiːdʒə/ *n.* a set of actions necessary for doing something 程序；手续

When installing new software onto the computer, one should always follow the given ***procedure*** to avoid potential serious problems.

在电脑上安装软件时应该始终依照执行程序，以避免可能引发的严重问题。

17. **reverse** /riˈvəːs/ *adj.* opposite or contrary to the usual or former, esp. in position or direction 相反的；颠倒的

Please check the items listed on the ***reverse*** side.

请检查列在反面的项目。

18. **solar** /ˈsəulə/ *adj.* of, from, or having to do with the sun（源自）太阳的；依太阳运行而订的

Many scientists believe, if harnessed properly, ***solar*** energy could be the answer to all energy problems.

许多科学家相信，如果适度地利用，太阳能可以解决所有的能源问题。

19. **static** /ˈstætik/（1）*n.* atmospheric electrical discharges causing noise on radio or TV 静电干扰（2）*adj.* not moving, changing or developing; of electricity not flowing in a current, but collecting on the surface of objects 静止的；静态的；静电的

Since the lightning storm began, there has been ***static*** from almost every major TV station.

自夹带闪电的暴风雨开始之后，几乎所有大电视台的节目都有杂讯。

20. **turn down** /tə:n daun/ *v.* to reduce the height or intensity of by turning a control 关小（声）

Iwish you would be considerate and ***turn down*** the volume on your stereo.

我希望您能体谅一下，将收音机声音关小一点。

Drills

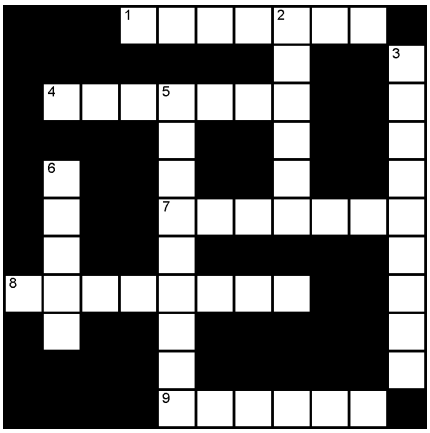
solar	consecutive	devise	equipment	maintenance
gadget	inspect	reverse	procedure	static

1. In order to get a job at the garage, Michael has to take some lessons in car _____ first.
2. The cat stared at the food intently, seemingly trying to _____ a way to procure a few tasty morsels.
3. Todd hated being the cameraman because he always had to carry heavy _____.
4. Jeff examined the little _____ closely, trying to figure out how it worked.
5. Maggie adjusted the antenna for what seemed like hours, trying to get decent reception, but got nothing except _____, so she gave up and turned off the radio.

Answers

1. maintenance 2. devise 3. equipment 4. gadget 5. static

Cross Word



Across

1. a group of TV stations using the same broadcasts
4. to view closely in critical appraisal
7. opposite to the usual or former condition
8. something built to serve a specific function affording a convenience
9. of or using the hand

Down

2. a failure in the supply of power
3. a set of actions necessary for doing something
5. a mineral oil used to produce gasoline
6. having to do with the sun

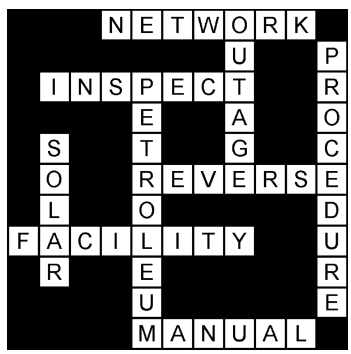
Answers

Across

1. network 4. inspect 7. reverse
8. facility 9. manual

Down

2. outage 3. procedure 5. petroleum
6. solar



Unit 8

Computer 电脑

Part A

1. **access** /ˈækses/ *n.* permission, liberty, right, or ability to enter, approach, use, or communicate with 进入；接近；使用；取得

   This site has restricted ***access***; you must be at least 18 years old to view it.

   这个网站是限制级的，你必须满 18 岁才可浏览。

2. **automatically** /ˌɔːtəˈmætikli/ *adv.* acting or done spontaneously or unconsciously; done or produced as if by machine 无意识地；不自觉地；自动地

   Many modern word processing programs will ***automatically*** save what you're typing periodically to prevent you from accidentally erasing it.

   许多最新的文字处理系统每隔一段时间会将你正在输入的资料自动存档，以免你不小心把它们删除。

3. **cable** /ˈkeibl/ *n.* a thick, heavy rope, often of wire strands; a bundle of insulated wires to carry an electric current 缆线；电缆

   Could you please hand me the black ***cable*** that attaches the monitor to the hard drive?

   可以请你将那条连接显示器和硬盘驱动器的黑色电线递给我吗？

4. **compliance** /kəmˈplaiəns/ *n.* obedience to a rule, agreement, demand, etc.; the tendency to agree willingly to other people's wishes or demands 服从；顺从；附和；屈从

   In ***compliance*** with copyright laws, we don't make illegal copies of certain

programs and software.

依照著作权法，我们不会违法翻印某些程序和软件。

5. **cutting edge** /ˈkʌtiŋ edʒ/ (1) *n.* the quality of sharp directness; forefront; lead 尖刻；尖锐；先锋地位 (2) **cutting-edge** *adj.* the most advanced; leading 尖端的

I think that Asia is usually on the ***cutting edge*** of new and better technological advancements.

我认为，亚洲通常在科技创新改良方面处于领先地位。

6. **delete** /diˈliːt/ *vt.* /*vi.* to eliminate especially by blotting out, cutting out, or erasing 删除

If you find that there is too much space being wasted on your hard drive, you can always ***delete*** unnecessary files and programs.

如果你发现硬盘驱动器中有太多的空间被浪费，你大可删除一些不必要的文件或程序。

7. **digital** /ˈdidʒitl/ *adj.* of or based on a system in which information is represented in the form of changing electrical signals; showing quantity in the form of numbers rather than as point on a scale 数位的；数字显示的

The new mini-disc players are better than CD players in that they use optical connections instead of ***digital*** connections.

新式的迷你光盘机比 CD 机好，因为它是利用光的连接运作而非数位连接。

8. **download** /ˈdaunˌləud/ *vt.* to transfer (software, data etc.) from a distant to a nearby computer, from a larger to a smaller computer, or from a computer to a peripheral device 下载

You can now ***download*** much of the desired softwate off of the Internet without having to pay a lot.

你现在不需要付很多钱就可以从网络上下载许多想要的软件。

9. **hacker** /ˈhækə/ *n.* a computer enthusiast; a person who illegally gains access to and sometimes tampers with information in a computer system 热衷电脑的人；企图不法进入或修改别人电脑系统的人；电脑黑客

The FBI was flustered when they realized that the suspect they had arrested was

not the ***hacker*** they were pursuing.

当联邦调查局发现他们所逮捕的嫌疑犯并非他们原先在追查的电脑黑客时，显得很狼狈。

10. input /ˈinput/ (1) *n.* data fed into a computer or other device 输入的资料 (2) *vt.* to put (information) into a computer 输入电脑

The computer acts as a word processor where the text of a speech can be ***input*** at any time.

这电脑被用来当作文字处理机，演讲的内容可以随时被输入。

11. Internet /ˈintənet/ *n.* worldwide network of computers which allows communication and data transfer between people connected to it 国际互联网

Millions of people are using the ***Internet*** daily, but in reality I don't have the slightest idea of how it actually works.

千百万的人每天在使用因特网，但事实上我根本不知道它是如何运作的。

12. laptop /ˈlæptɔp/ *n.* a portable computer which is small enough to be held on one's knees for use 笔记本电脑

The new IBM ***laptop*** is so small that you can fit it and all of its accessories in your briefcase.

新款的 IBM 笔记本电脑体积非常小，你可以把它和所有配备轻易放入你的公事包里。

13. multimedia /ˌmʌltiˈmiːdjə/ (1) *n.* the combined use of several media, as sound and full-motion video in computer applications (2) *adj.* of or involving multimedia 多媒体

In that science class we had to create a ***multimedia*** presentation about the molecular structure of a hydrogen bomb.

在那堂科学课中，我们必须针对氢弹的分子结构做出一个多媒体的简介。

14. retrieval /riˈtriːvəl/ *n.* an act or process of bringing back 取回；恢复

When a problem this serious occurs with the computer, oftentimes ***retrieval*** of lost work is impossible.

当电脑发生这么严重的问题时，通常要恢复已经遗失的资料是不可能的。

15. search engine /ˈsəːtʃ ˈendʒin/ *n.* computer software used to search data

for specified information 搜索引擎

Yahoo is a user-friendly ***search engine*** that gives a summary of and link for all the known web pages existing on the Internet.

雅虎是一种用户友好型的搜索引擎，它提供网站概要并可链接到所有互联网上的网站。

16. shut down /ʃʌt daun/ *v.* to (cause to) stop operating (使) 关闭；(使) 停业

Unauthorized permission may cause a computer to instantly ***shut down***.

未经授权使用电脑可能会使电脑立即关机。

17. state-of-the-art /ˈsteitəvðiːɑːt/ *adj.* using the most modern and recently developed methods, materials, or knowledge 使用最先进技术的；达到最高水准的

Their computer network system is ***state-of-the-art*** and unarguably the best that money can buy.

他们的电脑网络系统最先进，毫无疑问，是钱所能买到的最好的。

18. terminology /ˌtəːmiˈnɔlədʒi/ *n.* the technical or special terms used in a business, art, science, or special subject 专业术语；专有名词

The foreign computer ***terminology*** easily confuses the beginning programmer as he attempts to copy a file.

外国的电脑专业术语很容易让初级程序设计师在试着拷贝档案时感到困惑。

19. troubleshooting /ˈtrʌblʃuːtiŋ/ *adj.* discovering and removing causes of trouble in machines, organizations, etc. 检修的；解决困难的

If you still can't figure it out by tonight, then I'll loan you my ***troubleshooting*** guide.

如果你在今晚之前仍束手无策，我会把我的检修手册借给你。

20. up-to-date /ˈʌptəˈdeit/ *adj.* extending up to the present time; in accordance with the latest or newest ideas, standards, techniques styles, etc. 最近的；最新的

The United States is one of the countries which are ***up-to-date*** in computer technology.

美国是世界上电脑科技领先的国家之一。

Drills

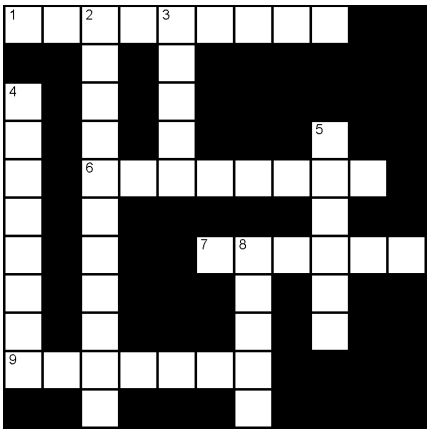
compliance	search engine	input	retrieval	access
hacker	state-of-the-art	laptop	download	troubleshooting

1. Your _____ with the code is obligatory.
2. Whenever I need to find the latest information on my favorite hockey player, I use a _____ such as Yahoo of Gopherit.
3. Kimo offers free _____; everyone can make use of it.
4. Singapore Airlines has designed new seats that make using a _____ during flights much more comfortable.
5. This new Palm Pilot is so _____ that I can watch the Lakers play while I check stock prices in both London and New York.

Answers

1. compliance 2. search engine 3. access 4. laptop 5. state-of-the-art

Cross Word



Across

1. an act or process of bringing back
6. worldwide network of computers
7. right to enter, or use
9. showing in the form of numbers

Down

2. the technical terms used in special subject
3. data fed into a computer
4. to transfer from a distant to a nearby computer
5. to eliminate by erasing
8. a bundle of insulated wire to carry an electric current

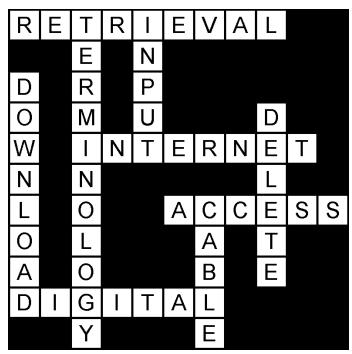
Answers

Across

1. retrieval　6. Internet　7. access
9. digital

Down

2. terminology　3. input　4. download
5. delete　8. cable



Part B

1. **activate** /ˈæktiveit/ *vt.* to make able to take action; to bring into use; to cause to happen more quickly 使活动；触发；激活

   Just click on the icon on the screen to ***activate*** the anti-virus software.

   只要点击屏幕上的图标，就能启动防毒软件。

2. **browse** /brauz/ *vt.* /*vi.* to look over casually 浏览；随便翻阅

   I like to get on the Internet and ***browse*** different websites that are of interest to me.

   我喜欢上网浏览一些我感兴趣的网站。

3. **command** /kəˈmɑːnd/ *n.* order; direction; the ability to control and use 命令；指令；掌握

   Before Windows came out, people had to type in all of their ***commands*** with the keyboard.

   在视窗操作系统出现前，人们必须以键盘打入所有的指令。

4. **configuration** /kənˌfigjuˈreiʃən/ *n.* the arrangement of the parts of something; shape 结构；构造；配置

   Changing the ***configuration*** of the files will sometimes solve problems with computers.

   更改文件的设置有时候可以解决一些电脑问题。

5. **database** /ˈdeitəbeis/ *n.* a large collection of data that is stored in a computer system in such a way that it can easily be found by a computer user 数据库

   They maintain a ***database*** of hotels that caters to businesswomen.

   他们保存有一个专门为职业女性服务的旅馆数据库。

6. **desktop** /ˈdesktɔp/ *adj.* of a size convenient for use on a desk 桌上型的

   Nowadays laptop computers have become more and more popular, but I still prefer the full ***desktop*** computers even though they are much larger and not as mobile.

   虽然现在笔记本电脑越来越受欢迎，我还是比较喜欢台式电脑，即使它们比

较大也比较缺乏机动性。

7. **downgrade** /ˈdaungreid/ *vt.* to give a lower position to or lower level to 使降级；使降职

Due to severe budget cuts, most of the local high schools had to ***downgrade*** many of the computers and high-tech pieces of equipment they were using.

由于预算遭大幅删减，本地大部分高中正在使用中的许多电脑和高科技设备都必须降级。

8. **floppy (disk)** /ˈflɔpi(disk)/ *n.* a thin, flexible plastic disk coated with magnetic material that is used for storing computer data and programs 软磁盘

The computer won't start up because there is a ***floppy disk*** in the drive, not because of any internal problems.

这电脑无法启动是因为有一张软盘在驱动器里，而不是因为任何内部的问题。

9. **hyperlink** /ˈhaipəlink/ *n.* an electronic link providing direct access from one distinctively marked place in a hypertext or hypermedia document to another in the same or a different document 超链接

My web page has a section with ***hyperlinks*** to all of my friends' homepages and my favorite web sites.

我的个人网页有一个部分可以超链接到所有朋友的网页和我最喜欢的网站上。

10. **install** /inˈstɔːl/ *vt.* to set up for use 安装；安置

Trying to ***install*** a new piece of hardware can be difficult and frustrating if one does not follow the instructions.

如果你不遵循说明书上的指示，安装一个新的电脑硬件可能会很困难而且令人沮丧。

11. **know-how** /ˈnəuˈhau/ *n.* practical skill; professional knowledge; expertise 技能；专业知识；窍门

He hasn't gotten the know-how to run a farm.

他还没学会如何管理一座农场。

12. **modem** /ˈməudəm/ *n.* device which allows the transfer of data from one computer to another through a telephone line 调制解调器

He sent his work to his publishers by ***modem***.
他将他的作品用调制解调器传送到他的出版商那里。

13. omit /əu'mit/ *vt.* to leave out or leave unmentioned; to fail to do something 省略；删除；疏忽

A few members of the committee wanted to ***omit*** the clause on paid lunches and vacations.
委员会里有几个委员想删除关于支付公务餐费和假期的条款。

14. scanner /'skænə/ *n.* a device for sensing recorded data 扫描仪

I could do the entire web page myself if I had a ***scanner*** to put the pictures and graphics up with.
如果有扫描仪可以让我将照片和图片扫描进去，我就能独立完成所有的网页制作。

15. server /'sə:və/ *n.* a computer in a network that is used to provide services (as access to files or shared peripherals or the routing of E-mail) to other computers in the network 服务器

Trying to see the test results was an arduous task due to the slow ***server***.
要想查询考试结果相当费力，因为服务器太慢了。

16. spreadsheet /'spredʃi:t/ *n.* an accounting program for a computer, the ledger layout modeled by such a program 电子制表软件；电子表格

Spreadsheets are useful applications when creating schedules, calendars, or lists.
用电子制表软件来制作行程表、月历或名单很方便。

17. switch /switʃ/ *n.* an apparatus for shopping or starting the flow of an electric current; a complete, esp. unexpected, change 开关；骤变

The On/Off ***switch*** is the large red one on the back of the hard drive.
开关是机箱后面那个红色的大按钮。

18. transmission /trænz'miʃən/ *n.* an act, process, or instance of sending out electric signals, messages, news, etc. 传输；传送

Normally such large ***transmissions*** are communicated through satellite relay to location around the world.
通常这种大型信息传输都是经由卫星转送到世界各地。

19. **upgrade** /ˈʌpgreid/ *vt.* to promote to a higher position or rank; to improve or enhance the quality or value of 升级；提升

If it weren't so expensive, I would ***upgrade*** my computer to the fastest processor.

要不是价钱太高，我会将我的电脑升级，使用最快速的处理器。

20. **virus** /ˈvaiərəs/ *n.* an ultramicroscopic agent that causes infectious disease; a segment of self-replicating code planted illegally in a computer program, often to damage or shut down a system or network 滤过性病毒；电脑病毒

I wish that the Y2K ***virus*** hadn't caused such a big panic toward the end of 1999.

我真希望 Y2K 病毒 1999 年底时并未造成那样大的恐慌。

Drills

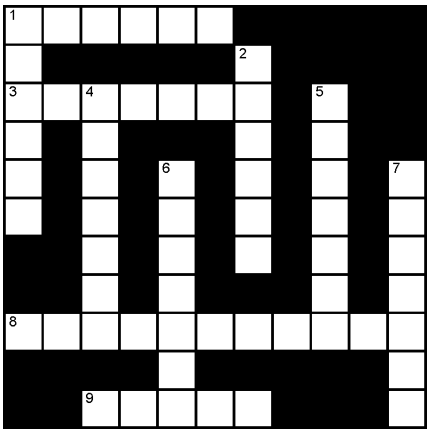
browse	command	configuration	downgrade	switch
install	spreadsheet	omit	transmission	know-how

1. Ned wasn't looking for anything in particular; he just wanted to _____.
2. Lucy stared at the _____ of stars in the sky for a long while, and concluded that there must be a supreme power in the universe.
3. Because our business is booming, we need to _____ an extra telephone.
4. The students were instructed to _____ the word or phrase that did not belong in the passage.
5. Microsoft has created a _____ program in Office 2016 that is easy to work with.

Answers

1. browse 2. configuration 3. install 4. omit 5. spreadsheet

Cross Word



Across

1. a computer in a network that is used to provide service to other computers in the network
3. to set up for use
8. an accounting program for a computer
9. device which allows the transfer of data through a telephone line

Down

1. an apparatus for stopping or starting the flow of an electric current
2. a small magnetic disk that is used for storing computer data and programs
4. a device for sensing recorded data
5. to improve or enhance the quality of
6. the ability to control and use
7. of a size convenient for use on a desk

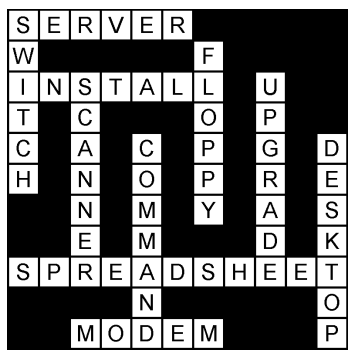
Answers

Across

1. server　　3. install　　8. spreadsheet
9. modem

Down

1. switch　　2. floppy　　4. scanner
5. upgrade　　6. command　　7. desktop



Unit 9

Business Correspondence & Advertisement
商业书信及广告

Part A

1. **advertisement** /ˌædvərˈtaizmənt; ədˈvəːtismənt/ *n.* a public notice, usually paid for 广告

   They put our billboard ***advertisement*** too far away from the highway.

   他们把我们的广告牌放得离公路太远。

2. **appendix** /əˈpendiks/ *n.* additional material at the end of a book 附录

   If you need more information, you can look at the ***appendix***.

   如果你需要更多资料，可以看附录。

3. **attach** /əˈtætʃ/ *vt.* /*vi.* to fasten in position; to fix or affix; to join or connect 贴上；附上；附加

   I need to ***attach*** a file to that e-mail before you send it on to the corporate office.

   在你把电子邮件寄给公司前，我要在信上附加一份档案。

4. **campaign** /kæmˈpein/ *n.* a series of military operations with a particular objective; a series of planned actions, as for electing a candidate; a series of connected actions intended to obtain a particular result, esp. in politics or business 战役；竞选活动；宣传活动

   Following the advertising ***campaign***, sales shot up fifty percent.

   广告促销活动之后，营业额迅速提升了 50%。

5. **cohesive** /kəuˈhiːsiv/ *adj.* holding fast; sticking together; well-integrated 有黏着力的；有结合力的；凝聚性的

   The more ***cohesive*** our team is, the easier it will be for us to come up with new

and better ideas.

我们团队的凝聚力越大，我们也就能越容易想出更好更新的点子。

6. **confidential** /ˌkɔnfiˈdenʃəl/ *adj.* spoken or written in secret and intended to be kept secret 秘密的；机密的

We will keep what you've told us strictly ***confidential***.

我们会将你告诉我们的事视为高级机密。

7. **correspondence** /ˌkɔrisˈpɔndəns/ *n.* communication by letters; the letters exchanged between people 通信；信件

Maintaining weekly ***correspondence*** with your customers is a surefire way of keeping them satisfied.

每周与客户通信保持联系是维持客户满意度的绝对保障。

8. **dictate** /dikˈteit/ *vt.* /*vi.* to say (words) for someone else to write down; to command forcefully; to give authority (orders) with 口述；支配；命令

Because I am only a supervisor, not the boss, I can't ***dictate*** how you go about doing every little thing.

我只是主管，不是老板，所以我无法告诉你如何去做每件小事。

9. **elaborate** /iˈlæbərit/ (1) *vt.* /*vi.* to add more detail or information 详尽说明 (2) *adj.* full of detail; carefully worked out 详尽的；精心制作的

I must prefer simplicity to such unnecessarily ***elaborate*** design.

我比较喜欢简单大方而非如此不必要的复杂设计。

10. **forward** /ˈfɔːwəd/ *vt.* to send forward or pass on 转寄；发送

I'm afraid you have the wrong address, but if you like, I can just ***forward*** these letters to the appropriate address for you.

你恐怕弄错地址了，如果你愿意，我倒可以帮你将这些信转寄到适当的地址。

11. **inquire** /inˈkwaiə/ *vt.* /*vi.* to ask for information; to make investigation 询问；调查

If you would like to talk to someone in the PR department, please ***inquire*** at the information desk on the tenth floor.

如果你想跟公关部门的人谈话的话，请询问十楼的服务台。

12. **jot down** /ˈdʒɔtˌdaun/ *v.* to make a brief note of; to write down hastily 约略记下；匆匆记下

Afraid of missing any important information, the new trainee found it necessary to ***jot down*** what he heard.

因为害怕错失任何重要资讯，新的练习生觉得有必要赶快记下所听到的话。

13. **leaflet** /ˈliːflit/ *n.* a ususlly folded printed sheet intended for free distribution 传单

In an effort to promote the upcoming anniversary issue of our *Bikini World* magazine, we are going to distribute a small ***leaflet*** with sample pictures and articles.

为了促销即将发行的《比基尼世界》杂志周年特辑，我们打算发送一份附有照片样本和文章的小传单。

14. **notify** /ˈnəutifai/ *vt.* to tell (someone), esp. formally; to inform 通知；告知

They have ***notified*** the police of their loss.

他们已把损失情况告知警方。

15. **promote** /prəˈməut/ *vt.* to help further the growth of; to advance in rank or position 发扬；晋升；促进

We need to employ new methods to ***promote*** our new product because it's not selling as well as we expected.

我们需要用新的方法来促销我们的新产品，因为它卖得没有我们预期中的好。

16. **publicity** /pʌbˈlisiti/ *n.* any information or action that brings a person, cause, etc. to the notice of people in general 公开；宣传；尽人皆知

The Simpson case generated enormous ***publicity*** in the United States a few years ago.

辛普森案件几年前在美国几乎尽人皆知。

17. **response** /risˈpɔns/ *n.* something said or done in answer; a reply 回答；回应

The public's ***response*** to the new commercial has been very positive.

大众对新广告的反响非常好。

18. **revise** /riˈvaiz/ *vt.* /*vi.* to make a new, improved, or up-to-date version of 修订；修改；校订

I want you to ***revise*** this proposal and see if you can make it a little more

financially beneficial to our company.
我希望你能修改这份企划书，并且看是否能把它变得在财务上对我们公司更有利些。

19. **slogan** /ˈsləugən/ *n.* a brief attention-getting phrase used in advertising or promotion 口号；标语

"Just Do It" has been a great ***slogan*** for NIKE for many years, but I think it's time for a change.
"放手去做"已成为多年来耐克的最佳标语，但我认为也该是有所创新的时候了。

20. **urgent** /ˈəːdʒənt/ *adj.* very important and needing to be dealt with quickly or first 紧急的；急迫的

You will just have to wait until the meeting is over unless this is an ***urgent*** call.
除非这是紧急电话，否则你只好等到会议结束。

Drills

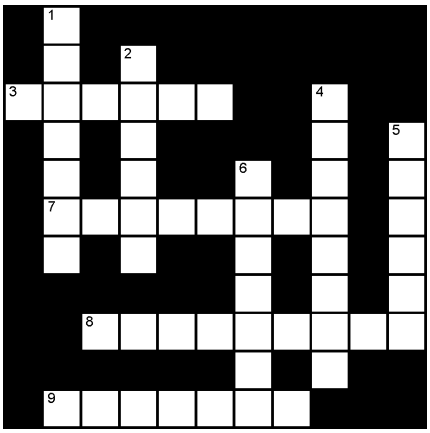
appendix	campaign	urgent	response	confidential
cohesive	dictate	elaborate	slogan	leaflet

1. In a presidential _____, the candidates need donations and other financial means in order to run the expensive election.
2. What you have said is very interesting to me; can you _____ on it a little?
3. The negative _____ received by British Columbia's foresters resulted in a change of logging practices.
4. These papers are _____; nobody, except you and me, is to lay a hand on them.
5. The supplier's _____ contained all of the information required to purchase a new computer.

Answers

1. campaign 2. elaborate 3. response 4. confidential 5. leaflet

Cross Word



Across

3. needing to be dealt with quickly
7. something said or done in answer
8. any action that brings a person or thing to the notice of people in general
9. a usually folded printed sheet intended for free distribution

Down

1. to send forward or pass on
2. to make a new or improved version of
4. additional material at the end of a book
5. to tell formally
6. to ask for information

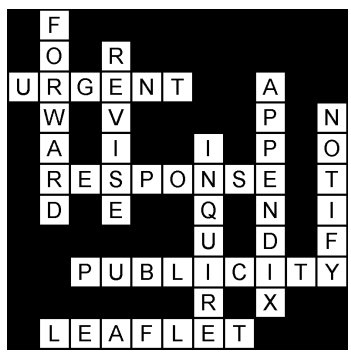
Answers

Across

3. urgent　　7. response　　8. publicity
9. leaflet

Down

1. forward　　2. revise　　4. appendix
5. notify　　6. inquire



Part B

1. **affirm** /əˈfəːm/ *vt. /vi.* to state or declare positively; to assert; to confirm 坚称；申明；断言；确认

   He nodded, ***affirming*** his plans to become a farmer instead of a doctor.

   他点头确认他将成为农民而非医生的计划。

2. **ASAP** = as soon as possible 越快越好

   NIKE was angry with Malaysia for not completing an urgent order and demanded them to finish it ***ASAP***.

   耐克对于马来西亚厂未能即时赶完一批急货而生气，并要求他们尽快完成。

3. **banner** /ˈbænə/ *n.* a strip of cloth on which a sign is painted; a flag 标语；旗帜

   We have everything ready for the party except the ***banner*** that says "Happy Birthday".

   我们把所有派对要用的东西都准备齐全了，只差印有"生日快乐"的布条。

4. **circular** /ˈsəːkjulə/ *n.* a printed advertisement, paper, or notice intended for distribution 广告；传单；通告

   The proposal has been widely publicized on BBC, and the press information ***circulars*** sent to 1,800 newspapers.

   这份企划案已经在 BBC 上大肆宣传，广告传单也已送到 1800 家报社。

5. **composition** /ˌkɔmpəˈziʃən/ *n.* the act or process of forming something to become a whole; a piece of music or a short essay 写作；作品；作文；作曲

   I am getting very anxious about the ***composition*** that is due tomorrow which I have not started writing yet.

   我对明天要交的作文感到无比紧张，我甚至还没开始下笔写呢！

6. **convene** /kənˈviːn/ *vt. /vi.* to come together, to call to meet; to assemble for a meeting 集合；聚集；开会

   We will all ***convene*** in the lobby of the hotel before we drive to see the Great Wall of China.

开车去参观万里长城之前，我们将在旅馆大厅集合。

7. **courier** /ˈkuriə/ *n.* a person or company that is employed to carry messages or other official paper, esp. of an urgent kind 递送急件的信差；邮务专递公司

Punctuality and speed are two of the most important requirements a ***courier*** must have to successfully complete his job.

准时和效率是快递员要成功做好他的工作最重要的两项必备条件。

8. **draft** /drɑːft/ *n.* an early version of a letter, book, or speech; a written order for payment of money by a bank 草稿；汇票

I have yet to see how well the finished product turns out, but your initial ***draft*** was very appealing.

我还未看到你的成品结果如何，但你的初稿非常吸引人。

9. **enclose** /inˈkləuz/ *vt.* to include along with something else in a parcel or envelope 装入；放入封套

Please don't forget to ***enclose*** the videotape in the package along with the contracts and business proposals.

请不要忘了把录影带连同合约和企划书一起装入同一个包裹里。

10. **inform** /inˈfɔːm/ *vt.* /*vi.* to give knowledge of something to 通知；告知

Immediately ***inform*** local officials if there is an emergency.

如果有紧急情况，请立刻通知当地官员。

11. **issue** /ˈisjuː/ *vt.* /*vi.* to go, come, or flow out; to put forth or distribute officially 流出；放出；发行；发布

Having the proper identification and documents will allow the government to promptly ***issue*** your passport and visa.

将身份证明和文件准备好会使政府单位快速发给你护照和签证。

12. **layout** /ˈleiˌaut/ *n.* the plan or design or arrangement of something 规划；设计；编排

The plan detailed business presentations requires first creating a general ***layout*** of the proposed idea.

要计划详尽的商业报告，需要先对建议内容有概括的规划。

13. **legible** /ˈledʒəbl/ *adj.* (of handwriting or print) that can be read, esp. easily (字迹) 可以辨认的；易读的

Since parts of your resume wasn't very ***legible***, I had trouble understanding what it said.

因为你的履历表有一些部分不是很清楚，所以我无法确切了解你写了什么。

14. **postage** /ˈpəustidʒ/ *n.* the money charged for mailing a letter, carrying a parcel, etc., esp. as represented by stamps 邮资

Please make sure that you have attached enough ***postage*** on the package.

请确认你在包裹上贴了足够的邮资。

15. **proofread** /ˈpruːfriːd/ *vt.* /*vi.* to read and mark corrections on 校正；校对

Before you hand in your next paper, please ***proofread*** it first.

在你交下一份报告之前，请先校对一下。

16. **regarding** /riˈgɑːdiŋ/ *prep.* on the subject of; in connection with; concerning about 关于；有关

We are just checking to see if you have ***received*** the letter regarding your current financial status.

我们只是确认一下你是否收到了有关你最近财务状况的信函。

17. **restate** /riːˈsteit/ *vt.* to state again or in a different or new way 再声明；重新叙述；(换一种方式) 重说

If you would kindly ***restate*** the question, we can continue with the trial.

如果你愿意重新陈述这个问题，我们可以继续这项审判。

18. **signature** /ˈsignitʃə/ *n.* a person's name written by himself/herself; the act of writing one's own name 签名；签字

We need your ***signature*** here on this dotted line.

我们需要你在这虚线上签名。

19. **stationery** /ˈsteiʃənəri/ *n.* writing materials, as pens; pencils; paper, and envelopes 文具；信纸；信笺

The small craft store, adjacent to the library, sells exceptional ***stationery***.

临近图书馆的小型手工艺店卖非常特别的文具用品。

20. (1) **write-up** /ˈraitʌp/ *n.* a written report 报告书 (2) **write up** /ˈraitˈʌp/ *v.* to write a report on, esp. giving a judgment 详细写

You are always late for work; I am afraid I have to do a ***write-up*** about it to your supervisor.

你上班总是迟到，我恐怕要写一份报告书呈交给你的主管。

Drills

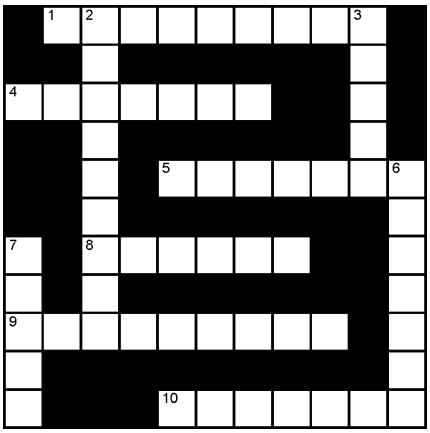
affirm	banner	signature	circular	legible
layout	courier	postage	stationery	convene

1. The robbers had carefully studied the _____ of the bank before they actually took action.
2. The witness _____ that he was telling the truth.
3. There are always many _____ in our mailbox.
4. Before the plea bargain meeting could _____, the prosecutor spoke with the alleged felon one more time.
5. It was decided that our secretary's handwriting must be more _____ before we would allow her to take minutes at the monthly meeting.

Answers

1. layout 2. affirmed 3. circulars 4. convene 5. legible

Cross Word



Across

1. to read and mark corrections on
4. that can be read easily
5. to state in a different way
8. to give knowledge of something to
9. the art of writing one's own name
10. the money charged for mailing a letter

Down

2. on the subject of
3. an early version of a letter, book, etc.
6. to include along with something else in an envelope
7. to put forth or distribute officially

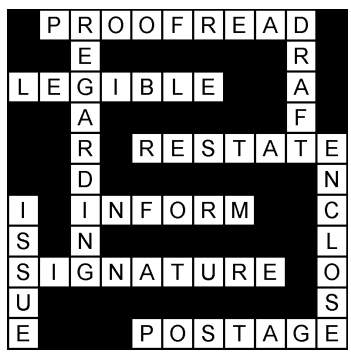
Answers

Across

1. proofread　4. legible　5. restate
8. inform　9. signature
10. postage

Down

2. regarding　3. draft　6. enclose
7. issue



Exercise Three

1. The capacity of this container is larger than that of the other.
   (A) speed (B) volume (C) duty (D) position
2. His computer company has led the industry in breakthrough technology for five consecutive years.
   (A) successive (B) conscious
   (C) consequent (D) never-ending
3. A telephone is a device that allows you to communicate verbally with someone far away by transmitting your spoken message instantaneously.
   (A) an apparatus (B) an advance
   (C) a dialogue (D) a purpose
4. I hope that these new computers will facilitate the rapid growth of your promising company.
   (A) retard (B) fasten (C) help (D) fascinate
5. There were far more individual inventors with computer companies before.
   (A) copywriters (B) destroyers (C) leaders (D) innovators
6. The most basic necessity for any company is a source of raw materials to be used in the production of their merchandise.
   (A) seasoning (B) plastic
   (C) not processed (D) not cooked
7. The only access to the building is through this door.
   (A) design (B) change
   (C) enhancement (D) entrance
8. You can start when I give the command.
   (A) demand (B) credit (C) signal (D) order
9. He never ceases to amaze me with his computer know-how.
   (A) expertise (B) attachment (C) theory (D) software
10. It would be faster to just shut down the computer rather than sit there and try to fiddle with all the different controls.
    (A) turn out (B) turn off (C) turn down (D) turn on
11. In order to solve the garbage problem, the city government has decided to install more incinerators.
    (A) tear down (B) delete (C) set up (D) activate

12. The board will convene at twelve o'clock to discuss the plans for new billboard designs.
(A) assemble (B) distribute (C) call for (D) hand in
13. Ever since he took a mouth off for health reason, we haven't had any correspondence with him whatsoever.
(A) communication (B) meeting
(C) agreement (D) collaboration
14. I am fed up with the new courier because he is late every single day, and one time he even delivered the mail all to the wrong floors.
(A) assistant (B) controller (C) receptionist (D) messenger
15. If you think you can't remember everything, why don't you grab a pen and jot down what I'm telling you.
(A) write down (B) make up (C) turn down (D) listen up
16. Bell-bottoms were then the latest mode.
(A) means (B) manner (C) figure (D) fashion
17. This new model makes use of cutting-edge computer technology.
(A) the most advanced (B) the sharpest
(C) the coolest (D) the most populous
18. We need an entirely new slogan in addition to new billboards.
(A) identification (B) memory (C) catchword (D) photo
19. The court has ordered the committee to inquire into this incident further.
(A) investigate (B) restate
(C) bring forward (D) carry away
20. The layout of the room will look something like this, but I'm still trying to decide the actual color scheme and which graphics we are going to insert.
(A) decoration (B) index
(C) environment (D) arrangement

Answers

1. B	2. A	3. A	4. C	5. D
6. C	7. D	8. D	9. A	10. B
11. C	12. A	13. A	14. D	15. A
16. D	17. A	18. C	19. A	20. D

Unit 10

Travel 旅游

Part A

1. **accommodation** /əˌkɔmə'deiʃən/ *n.* adjustment; a place to live or work in; (*pl.*) lodging, food and services 适应；住所；膳宿

   We welcome you to Chicago and hope that you enjoy your stay and the ***accommodations*** we have prepared for you.

   我们欢迎您到芝加哥，希望您停留期间愉快，并对我们所提供给您的住宿服务感到满意。

2. **boarding pass** /'bɔːdiŋˌpɑːs/ *n.* a ticket one receives after checking in for an airplane flight 登机牌

   They won't let you get on the airplane without a ***boarding pass***.

   如果没有登机牌，他们不会让你上飞机。

3. **brochure** /'brəuʃər/ *n.* a small thin book giving instructions or details of a service; pamphlet; leaflet 小册子

   Free ***brochures*** about popular scenic spots can be found in the periodical section of any public library.

   在任何公立图书馆的杂志部门都可以找到一些免费的小册子，介绍一些受欢迎的旅游景点。

4. (1) **checkout** /'tʃekaut/ *n.* the time at which a guest must leave a hotel room 结账退房的时间 (2) **check out** /'tʃek'aut/ *v.* to leave a hotel after paying the bill 办理退房；结账离开

   Why don't you run downstairs and ***check out*** while I pack, so that we can get out of here as fast as possible?

你何不在我打包行李时下楼去退房，这样我们就可以尽早离开？

5. **confirmation** /ˌkɔnfəˈmeiʃən/ *n.* formal approval 确认

They should have given you a ticket ***confirmation*** code when you purchased your tickets.

他们应该在你买机票时就给你一个机位确认号码。

6. **customs** /ˈkʌstəmz/ *n.* a place where travelers' belongings are searched when leaving or entering a country; taxes paid on goods entering or leaving a country 海关；关税

Keep in mind that everything you purchase abroad has to be declared at ***customs*** when you come back.

记得你在国外所买的所有东西回国时都必须报关。

7. **departure** /diˈpɑːtʃə/ *n.* an act of leaving or going away 离开；出发

What is the ***departure*** time of the flight to San Francisco?

飞往旧金山的班机何时起飞？

8. **en route** /ˌenˈruːt/ *adv.* on the way 在途中

We ran into quite a few problems ***en route*** to the wedding, but we made it nonetheless.

我们去参加婚礼的路上碰到很多问题，不过虽然如此，我们最后还是到达了。

9. **expedition** /ˌekspiˈdiʃən/ *n.* (the people, vehicles, etc. going on) a (long) journey or voyage for a particular purpose 探险；远征队

It took four months for us to prepare for the ***expedition*** to the South Pole.

我们花了4个月为南极探险作准备。

10. **flight** /flait/ *n.* (an act of) flying; an airplane carrying passengers on a particular journey; (the distance covered in) a journey through air 飞行；班机；航程

My departure ***flight*** to Los Angeles leaves next Friday at 8:30 in the morning.

我到洛杉矶的班机将在下个星期五早上8:30起飞。

11. **itinerary** /aiˈtinərəri/ *n.* a travel plan; a travel route 行程表；旅程

I seem to have misplaced my ***itinerary***; could you please fax me a copy so I can see when I need to be at the airport?

我好像丢了我的旅程表，可以请你再传真一份给我，让我知道何时该到机场吗？

12. **lodge** /lɔdʒ/ (1) *n.* a small house; a resort hotel or motel 小屋；旅馆 (2) *vi.* to live in a place for a time; to live as a paying guest 住宿；投宿

If you want to travel in the country, you'd better make sure first you can find a place to ***lodge*** at night.

如果你要到乡下旅行，最好先确定可以找到住宿过夜的地方。

13. **luxurious** /lʌgˈzjuəriəs/ *adj.* very fine and expensive; providing the greatest comfort 奢华的；非常舒适的

When I went on my business trip, my company paid for my room in the most ***luxurious*** five-star hotel.

当我出差时，公司付钱让我住最豪华的五星级旅馆。

14. **motel** /məuˈtel/ *n.* a hotel for motorists 汽车旅馆

There are a lot of roadside ***motels*** in America.

在美国有很多路边的汽车旅馆。

15. **packing** /ˈpækiŋ/ *n.* the act of putting things in cases or boxes 包装；打包

Because I can only take one suitcase to Beijing, it makes ***packing*** for this trip very difficult.

因为我只能带一个皮箱到北京，这让打包变得非常困难。

16. **peak season** /ˈpiːkˌsiːzn/ *n.* season when there is most demand for something or most use of something 旺季

If you buy a plane ticket during the ***peak season***, it's usually a lot more expensive.

在旺季时买飞机票，通常会贵很多。

17. **reservation** /ˌrezəˈveiʃən/ *n.* an arrangement made in advance to have a place in a hotel, restaurant, or on a plane 预约；预订；保留

We have made ***reservations*** at that new Italian restaurant for 7:30.

我们预订了那家新意大利餐厅今晚 7:30 的位子。

18. **sightseeing** /ˈsaitsiːiŋ/ *n.* the visiting of famous or interesting places 观

光；游览

Your trip to Paris will be very boring if you have no time for ***sightseeing***.

如果你没有时间观光，你的巴黎之行将会无聊透顶。

19. suite /swiːt/ *n.* a set of rooms（in a hotel）（旅馆的）套房

As compensation for the inconvenience, they have booked you in the Presidential ***Suite***, which is the best room in the hotel.

为了补偿他们所造成的不便，他们替你订了总统套房，那是整个旅馆最棒的一间房间。

20. valid /ˈvælid/ *adj.* that can legally be used for a stated period or in certain condition 依法有效的；有效的

I don't think that these free car rental vouchers are still ***valid***, but you can try and see.

我不认为这些免费的租车凭单依然有效，但是你可以试试看。

Drills

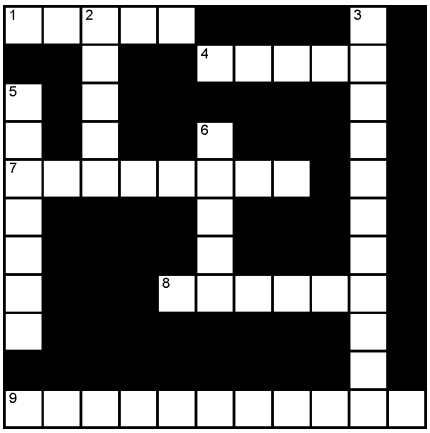
brochure	sightseeing	lodge	en route	departure
packing	valid	customs	luxurious	expedition

1. Do I have to pay _____ duty on this laptop?
2. The time of _____ can clearly be seen at the right-hand corner of each passenger's ticket.
3. Every time I fly to our Beijing office, I plan my budget _____ so that I'm prepared upon arriving.
4. Hiking on the Chilkoot Trail from Skagway, Alaska, to Bennet Lake in Canada, was the most arduous _____ I've ever been on.
5. When conducting business trips overseas, I like to include some time for _____ as well.

Answers

1. customs 2. departure 3. en route 4. expedition 5. sightseeing

Cross Word



Across

1. that can legally be used for a stated period
4. a set of rooms
7. the time at which a guest must leave a hotel room
8. an airplane carrying passengers on a particular journey
9. the visiting of famous or interesting places

Down

2. to live in a place for a time
3. an arrangement made in advance to have a place
5. the act of putting things in cases or boxes
6. a hotel for motorists

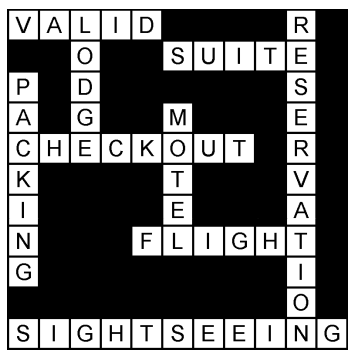
Answers

Across

1. valid　　4. suite　　7. checkout
8. flight　　9. sightseeing

Down

2. lodge　　3. reservation　　5. packing
6. motel



Part B

1. **baggage claim** /ˈbægidʒˌkleim/ *n.* an area where passengers collect their suitcase and luggage after an airline flight 行李提领处

   This airport has its arrival gate and ***baggage claim*** in two separate buildings.
   这个机场的入境门和行李提领处是在两栋不同的大楼。

2. **breathtaking** /ˈbreθˌteikiŋ/ *adj.* very exciting; very surprising or shocking; astonishingly beautiful 惊人的；惊险的；惊艳的

   The aerial view from the plane of the city at night is truly ***breathtaking***.
   从高空看这个城市的夜景实在是美不胜收。

3. **carry-on** /ˈkæriˈɔn/ *n.* a small piece of luggage that is allowed inside the cabin of a passenger airplane 登机行李；手提行李

   Individual airlines have the right to regulate the size of a ***carry-on*** luggage as they deem necessary.
   各家航空公司有权按照需要规定旅客登机行李的大小。

4. **concierge** /ˌkɔːnsiˈɛəʒ/ *n.* a caretaker or head porter, as of an apartment house or hotel 管理员；门房

   A friendly and courteous ***concierge*** can represent a hotel's quality.
   一个和善、有礼的门房能代表一家旅馆的品质。

5. **cruise** /kruːz/ *n.* a sea voyage for pleasure 乘船游览

   We can go on the ***cruise*** and see the entire island.
   我们可以搭船游览全岛。

6. **deluxe** /diˈlʌks/ *adj.* especially elegant or luxurious 豪华的；高级的

   This is a bottle of rare, highly prized ***deluxe*** wine.
   这是一瓶很罕见、非常珍贵的高级酒。

7. **destination** /ˌdestiˈneiʃən/ *n.* a place to which one is going 目的地

   If your final ***destination*** is Chicago, your connecting flight is at gate A5.
   如果你的目的地是芝加哥，你转接的班机在 A5 号登机门。

8. **exotic** /igˈzɔtik/ *adj.* strangely beautiful, enticing, ect.; foreign 异国风

情的；异国的

I want to go somewhere ***exotic*** like Egypt or Tahiti for our honeymoon!

我想要到像埃及或大溪地那种充满异国风情的地方去度蜜月！

9. **fasten** /ˈfɑːsn/ *vt.* /*vi.* to make or become firmly fixed or closed; to make secure 系紧；拴住；扣住

We are supposed to ***fasten*** our seatbelts before take off.

我们应该在起飞前系紧我们的安全带。

10. **flight attendant** /ˈflait əˈtendənt/ *n.* a person who waits on passengers and sees to their comfort and safety on an airplane 空中服务员

If you are really uncomfortable, tell the ***flight attendant*** ; maybe she will help you find another seat.

如果你真的很不舒服，就告诉空中服务员，也许她能帮你另外找一个位子。

11. **jet lag** /ˈdʒetˌlæg/ *n.* feeling of exhaustion and disorientation caused by traveling between time zones 时差

The trip from the United States in South Africa is always the hardest for me because of the time in the air and the ***jet lag***.

从美国到南非的航程对我来说总是最困难的，因为飞行时间太长，并且我会有时差的问题。

12. **luggage** /ˈlʌgidʒ/ *n.* the cases, bags, boxes, etc. of a traveler; baggage 行李

The airlines will directly transfer your ***luggage*** to connecting flights so that all you have to do is pick it up when you get to your final destination.

航空公司会直接把你的行李转到连接的航班上，你只要到目的地以后再去领取就行了。

13. **metal detector** /ˈmetl diˈtektə/ *n.* device that detects the presence of metal 金属探测器

You had better be careful that your pistol-shaped cigarette lighter doesn't trigger the ***metal detector*** and get everyone nervous.

你最好小心一点，别让你的手枪型打火机触发金属探测器而使每个人大为紧张。

14. **overseas** /ˌəuvəˈsiːz/ (1) *adv.* beyond the sea; abroad 在（或向）海

外；在（或向）国外（2）*adj.* to, at, or in somewhere across the sea; foreign 海外的；国外的

It looks like my company is going to send me ***overseas*** for the next two or three months.

看来我的公司将在往后的两三个月派我到国外工作。

15. passenger /ˈpæsindʒə/ *n.* one who travels by some form of conveyance 乘客；旅客

Each ***passenger***, according to FAA (Federal Aviation Administration) regulations, must have a flotation device and oxygen mask in the case of an emergency.

根据联邦航空局的法规规定，紧急情况发生时，每个乘客都必须有一个漂浮装置和氧气罩。

16. porter /ˈpɔːtə/ *n.* a person employed to carry travelers' bags at railway stations, airports, ect,; a person in charge of the entrance to a hotel, school, ect. 搬运工；门房

It is common courtesy to tip the ***porter*** who carries your luggage for you.

给帮你搬运行李的门房小费是很普通的礼貌。

17. round-trip /ˈraundˌtrip/ *adj.* (of a ticket or its cost) for a journey to a place and back again 来回的，双程的

I have found that buying a ***round-trip*** ticket is usually cheaper than buying two separate one-way tickets.

我发现，买一张往返票通常比买两张单程票要便宜。

18. stopover /ˈstɔpəuvə/ *n.* a short stay between parts of a journey 中途停留

I originally thought it was a direct flight, but it appears that we will have a ***stopover*** in Chicago before we get to Boston.

我本来以为这是直飞的班机，但是看来我们到波士顿前会中途在芝加哥停留一下。

19. vacant /ˈveikənt/ *adj.* not held, occupied as a seat, house, etc. 空的；未被占用的

Go to the front desk and see if any of the rooms facing the mountains are ***vacant***.

去柜台看看他们是否有面山的房间是空着的。

20. **voyage** /ˈvɔiidʒ/ *n.* a journey, usually long, made by boat or ship; a journey by aircraft or spacecraft 航行；旅行

I have always dreamed of taking a long ***voyage*** on a ship to other countries.
我一直梦想可以乘船到其他国家游玩。

Drills

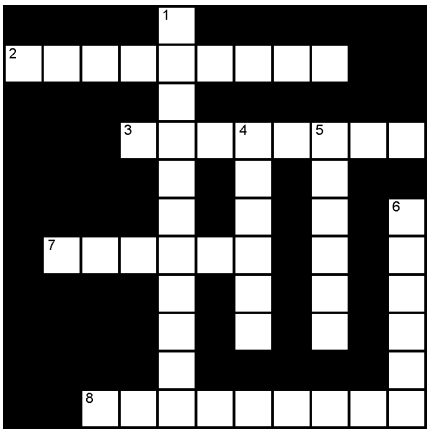
destination	cruise	porter	round-trip	metal detector
fasten	stopover	concierge	jet lag	flight attendant

1. Seasickness is a common ailment for many people going on a _____.
2. Violent turbulence caused the neglectful passenger to _____ his seat belt and move his seat to the upright position.
3. I hate flying because by the time I get over the _____ it's already time to turn around and fly home.
4. The three pins I had to have placed in my badly injured ankle always set off the _____ at the airport gates.
5. On the flight from Vancouver to Hong Kong, the _____ seemed tired and was rather rude to the passengers.

Answers

1. cruise 2. fasten 3. jet lag 4. metal detector 5. flight attendant

Cross Word



Across

2. one who travels by some form of conveyance
3. a short stay between parts of a journey
7. not occupied
8. a caretaker, as of an apartment house

Down

1. a place to which one is going
4. a person employed to carry travelers' bags
5. a long journey made by ship
6. especially elegant or luxurious

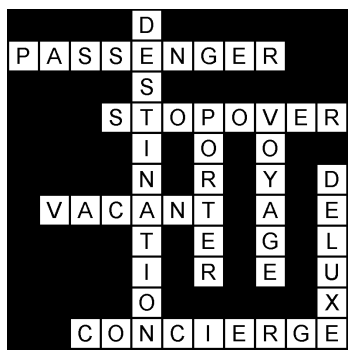
Answers

Across

2. passenger　3. stopover　7. vacant
8. concierge

Down

1. destination　4. porter　5. voyage
6. deluxe



Unit 11

Transportation (Air, Ocean, Land)
交通运输(空、海、陆)

Part A

1. **accelerate** /ækˈseləreit/ *vt.* /*vi.* to cause to move or happen faster 加速；促进；前进

   When merging onto the freeway, it is wise to gradually ***accelerate*** until you are at the same speed as the lane of traffic.

   进入高速公路时最好逐渐加速，直到你的车速和其他同一线道的车子速度一样为止。

2. **aircraft** /ˈɛəkrɑːft/ *n.* a flying machine of any type, with or without an engine 飞机；飞行器；航空器

   Because the ***aircraft*** is running into some turbulence, the flight attendant asks everyone to remain seated and fasten their seat belts.

   因为飞机碰到了乱流，所以空中服务员请所有旅客在座位上坐好并系上安全带。

3. **arrival** /əˈraivəl/ *n.* (the act of) reaching a place at the end of a journey 到达；抵达

   Could you wait for me at the ***arrival*** gate when I get off the plane?

   我下飞机的时候，你可不可以在入境门等我？

4. **buckle up** /ˈbʌkl ʌp/ *v.* to fasten a safety belt 系安全带

   I would appreciate it if you would ***buckle up*** every time you got in my car without me having to remind you.

   如果你能在每次上我的车时就系上安全带而不用我每次都得提醒你，我会很感激的。

5. **cargo** /ˈkɑːgəu/ *n.* the load carried by a ship, truck, plane, etc.;

freight 货物

It took us a long time to load the plane because there was some ***cargo*** from the Red Cross that had to be carried on this flight too.

装载货物花了我们很多时间，因为有一些红十字会的货物也必须用这班飞机运送。

6. **convertible** /kənˈvəːtəbl/ *n.* an automobile with a top that can be folded back 敞篷车

I think ***convertibles*** look cool, but I don't like riding in them because the wind messes up my hair.

我认为敞篷车看来很酷，但是我不喜欢坐，因为风会把我的头发吹乱。

7. **crash landing** /kræʃ ˈlændiŋ/ *n.* forced landing 迫降

The pilot was highly commended for having handled the ***crash landing*** successfully.

这个机长因成功地使飞机迫降而得到高度赞赏。

8. **delay** /diˈlei/ *n.* an instance of being caused to be late; the state of being late 耽搁；延迟

The ***delay*** of our flight made us miss our business meetings.

飞机的延误害我们错过了商业会议。

9. **forbid** /fəˈbid/ *vt.* to order (a person) not to do (something); to prohibit 禁止

The law ***forbids*** you to bring any plants or animals into this country.

依法规定，不得携带任何动植物进入本国。

10. **ground crew** /graund kruː/ *n.* the team of people at an airport who maintain aircraft between flights 地勤人员

The ***ground crew*** were having a terrible time trying to deice the airplane so it could take off.

地勤人员很努力地想把飞机上的结冰弄掉，以便让它可以升空。

11. **jaywalk** /ˈdʒeiwɔːk/ *vi.* to walk across a street without obeying traffic rules and signals 不遵守交通规则穿越马路；闯红灯

Since there is no crosswalk by the shopping center, many people simply ***jaywalk*** to get to it.

由于购物商场那边没有行人穿越道，所以很多人干脆直接就穿越马路。

12. **launch** /lɔːntʃ/ *vt.* /*vi.* to send into the sky or space; to begin an activity, plan, etc. 发射；开始

Russia threatened to ***launch*** nuclear missiles at Canada.

俄罗斯威胁要对加拿大发射核弹。

13. **navigate** /ˈnævigeit/ *vt.* /*vi.* to direct the course of a ship, plane, etc. 航行；驾驶

Are you sure you know how to ***navigate*** this boat?

你确定你知道怎样驾驶这艘船吗？

14. **pilot** /ˈpailət/ *n.* one who flies an aircraft 飞行员

Despite the weather, our ***pilot*** made a smooth landing in Tokyo.

虽然天气恶劣，我们的飞行员还是顺利降落东京。

15. **route** /ruːt/ *n.* chosen direction or line of travel 路径；路线

Obviously this taxi driver is not taking the fastest ***route***.

显然，这个出租车司机并没有走捷径。

16. **seat belt** /ˈsiːtˌbelt/ *n.* anchored straps that buckle across the hips to protect a seated passenger from an abrupt jolt 安全带

According to the law, everyone in the front seat of a moving vehicle must have their ***seat belts*** fastened at all times.

法律规定，车辆行驶中每个坐在前座的人都应该随时系好安全带。

17. **subway** /ˈsʌbwei/ *n.* underground railway 地铁

In preparation for the oncoming Olympic Games, the city has begun constructing a new ***subway*** system.

为了准备即将来临的奥运，该市已经开始着手兴建一条新的地铁线路。

18. **taxicab** /ˈtæksiˌkæb/ *n.* an automobile which transports passengers for a fee 出租车

The ***taxicab*** drivers in Amsterdam are said to be the most courteous in Europe and they never overcharge.

阿姆斯特丹的出租车司机据说是全欧洲最有礼貌的，而且他们不会漫天要价。

19. transit /ˈtrænsit/ *n.* the moving or going of people or goods from one place to another 运输；通过

A new ***transit*** system can certainly solve the traffic problems in the city.
一个新的运输系统一定能解决市内的交通问题。

20. vehicle /ˈviːikl/ *n.* any device for carrying or conveying persons or objects 交通工具；车辆

I like all the ***vehicles*** I own, but this red Ford truck is my favorite.
我喜欢我拥有的全部车子，但是这辆红色福特卡车是我的最爱。

Drills

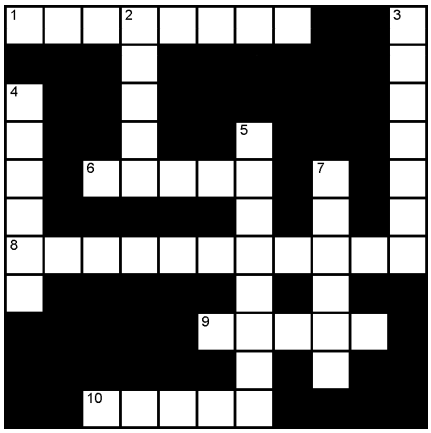
navigate	convertible	launch	ground crew	accelerate
arrival	subway	cargo	taxicab	buckle up

1. Departure and _____ display monitors are located at each loading gate and terminal.
2. Why don't you go hail a(n) _____ while I get our bags from the baggage claim so we can get out of the airport as fast as we can?
3. I always _____ as soon as I get on board any plane.
4. Jay was an air force veteran; he served on the _____ of C-130's during the Gulf War.
5. Right after I climbed behind the wheel of Chrysler's Intrepid, I knew I could _____ fast enough to beat anyone.

Answers

1. arrival 2. taxicab 3. buckle up 4. ground crew 5. accelerate

Cross Word



Across

1. a flying machine of any type
6. a chosen line of travel
8. an automobile with a top that can be folded back
9. an instance of being caused to be late
10. one who flies an aircraft

Down

2. the load carried by a ship，plane，etc.
3. any device for conveying persons or objects
4. to send into the sky or space
5. anchored straps that buckle across the hips to protect a seated passenger from an abrupt jolt
7. underground railway

Answers

Across

1. aircraft　6. route　8. convertible
9. delay　10. pilot

Down

2. cargo　3. vehicle　4. launch
5. seat belt　7. subway

Part B

1. **acrophobia** /ˌækrəuˈfəubjə/ *n.* an abnormal fear of being in high places 恐高症

When I was a child, I had the worst ***acrophobia*** and I would be absolutely petrified when flying or riding on roller coasters.

我小时候有很严重的恐高症，在飞行时或坐过山车时我都会吓得手脚发软。

2. **airliner** /ˈɛəlainə/ *n.* a large passenger airplane 大型客机

The ***airliners*** that carry passengers overseas are larger than the ones that just fly within the continental United States.

飞国际线的客机比只飞美国大陆境内的客机要大些。

3. **aviation** /ˌeiviˈeiʃən/ *n.* the practice or science of flying in aircraft 飞行；航空学

Aviation experts say that a seagull caught in the engine caused the plane crash.

航空专家指出：因为一只海鸥被卡在引擎里面，所以才造成飞机失事。

4. **cabin** /ˈkæbin/ *n.* a small roughly built house; a room on a ship; the space for passengers, crew, or cargo in an aircraft 小屋；客舱；机舱

Special instruments and advanced technology maintain constant pressure in the ***cabin*** of the plane and prevent the passengers from getting sick.

特殊仪器和高科技使机舱内能维持恒压，避免旅客感到不舒服。

5. **commuter** /kəˈmjuːtə/ *n.* one who travels regularly between two points, e. g. between home and work 通勤者

The subway takes all the ***commuters*** from Brooklyn to their jobs in downtown New York City.

地铁把所有通勤者从布鲁克林送到纽约市中心工作。

6. **conveyance** /kənˈveiəns/ *n.* the act of carrying from one place to another; a means of transportation 运输；交通工具

The ***conveyance*** of these large crates will require some trucks or possibly a freight liner.

要运送这些大型板条箱可能需要几辆卡车甚至一艘货轮。

7. **crossroads** /ˈkrɔsrəudz/ *n.* the place where roads intersect；intersection 十字路口

Please turn right at the first ***crossroads***.
请在第一个十字路口右转。

8. **ferry** /ˈferi/ *n.* a boat that goes across a river or any other stretch of water，carrying people and things 渡轮

The last ***ferry*** across the river leaves in twenty minutes，so we had better hurry.
最后一班过河的渡轮将在 20 分钟内开船，我们最好快一点。

9. **freight** /freit/ *n.* goods carried by ship，train plane，etc.；cargo 货运；货物

I have always been interested to know how boats remain afloat despite the heavy ***freight*** they carry.
我一直很想知道船只在载运了那么重的货物后为什么还能浮在水面上。

10. **intersection** /ˌintə(ː)ˈsekʃən/ *n.* a point where roads ，lines，etc. cross 十字路口；交叉点

Be careful when you cross that ***intersection*** by the bank because the traffic lights are not working and cars aren't stopping for pedestrians.
你通过银行旁边的十字路口时要小心，因为交通信号灯坏了，而车辆根本就不顾行人死活。

11. **jeopardy** /ˈdʒepədi/ *n.* risk of loss，defeat，harm，etc.；danger；peril 风险；危险；危难

If the pilots are not careful，they could easily place our lives in ***jeopardy***.
如果飞行员不小心谨慎的话，很容易就会使我们身处险境。

12. **life vest** /ˈlaifˌvest/ *n.* a sleeveless vest which keeps you afloat in water 救生衣

No passenger could ever have imagined the luxurious and plush cruise ship，the *Titanic*，did not carry enough ***life vests*** and boats to save all of its passengers.
没有乘客敢相信像“泰坦尼克”号这么豪华奢侈的游轮竟然会没有足够拯救所有乘客的救生衣和救生艇。

13. **pedestrian** /peˈdestriən/ *n.* a person going or traveling on foot 行人；步行者

Always be careful of ***pedestrians*** when you are driving a car, because anything that happens will be the fault of the driver.

开车时你应该随时注意行人，因为不管发生什么事，驾驶员都是有错的一方。

14. restriction /ris'trikʃən/ *n.* the act of keeping within limits; limitation 限制；约束

There are several ***restrictions*** on what airlines will allow passengers to bring in and out of foreign countries.

航空公司对于乘客能带出和入境的东西有一些限制。

15. runway /'rʌnwei/ *n.* a strip of specially prepared hard surface on which airplanes take off and land 飞机跑道

Jeanne was worried that the sleet and ice on the ***runway*** would delay the departure time of her flight.

琴很担心在飞机跑道上的冰雪会延误飞机起飞时间。

16. shortcut /'ʃɔːtkʌt/ *n.* a shorter route; any way of saving time, effort, etc. 近路；捷径

If you're in a hurry, turn left at the next light and I'll show you a ***shortcut***.

如果你赶时间的话，在下个路口左转，我会告诉你一条捷径。

17. take off /teik ɔːf/ *v.* to rise into the air at the beginning of a flight 起飞

We ***took off*** at 11 o'clock in the morning and arrived in Venice at 1:30 in the afternoon.

我们在早上11:00起飞，在下午1:30到达威尼斯。

18. timetable /'taimteibl/ *n.* a schedule showing the times at which trains, planes, etc. arrive and depart; any schedule or plan designating the times at or within which certain things occur or are to occur 时间表；时刻表

For a local bus ***timetable***, please contact UTA bus company.

想要一份当地公交车时间表，请联络UTA公交车公司。

19. transport (1) /træns'pɔːt/ *n.* the act of transporting or state of being transported; a means or system of transportation 运输；交通工具；运输系统 (2) /'trænspɔːt/ *vt.* to carry people or goods from one place to

another in a vehicle 运输；运送

The extra money could be spent on improving public ***transport***.

多余的钱将可以被用来改善公共运输。

20. via /ˈvaiə/ *prep.* by way of；by means of 经由；借由

They flew to New York ***via*** Tokyo.

他们经东京飞到纽约。

Drills

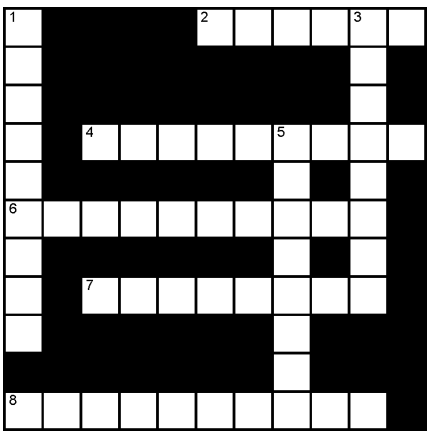
life vest	intersection	runway	via	acrophobia
aviation	subway	freight	timetable	jeopardy

1. When you come to a(n) _____, you have to stop and look before you proceed.
2. In the event of a crash landing in the water, the cushion under your seat has within it an inflatable _____.
3. John was surprised that he could listen to the president's speech _____ satellite while serving his jail time on an island in the South Pacific.
4. The only way to transport your motorcycle is by _____ train.
5. Your reckless behavior may put your future in _____.

Answers

1. intersection 2. life vest 3. via 4. freight 5. jeopardy

Cross Word



Across

2. a strip of ground on which airplanes take off and land
4. a schedule
6. a person traveling on foot
7. one who travels regularly between two points at some distance
8. a means of transportation

Down

1. to carry people or goods from one place to another
3. a large passenger airplane
5. the science of flying in aircraft

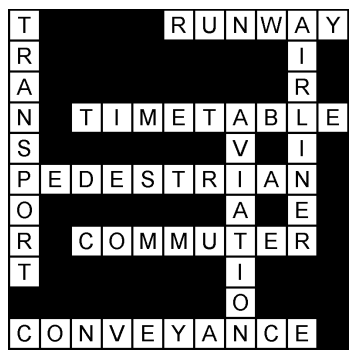
Answers

Across

2. runway　　4. timetable　　6. pedestrian
7. commuter　　8. conveyance

Down

1. transport　　3. airliner　　5. aviation



Unit 12

Shopping 购物

Part A

1. **affordable** /əˈfɔːrdəbl/ *adj.* within one's financial means 负担得起的

   Smaller shops have items that are much more ***affordable*** for the average shopper.

   小型商店的物品对一般购物者来说价钱比较合理。

2. **bazaar** /bəˈzɑː/ *n.* a marketplace or a group of shops 市场；集市

   The city's ***bazaar*** was crowded with thieves, who harmed sales and tourism for many years.

   城里的集市有很多小偷，多年来除了破坏生意外，也影响了观光业。

3. **client** /ˈklaiənt/ *n.* a person who buys goods or services; a person who gets help and advice from a professional person, e. g. a lawyer 顾客；委托人

   I think what our ***clients*** want is a wider selection of different cosmetic products.

   我想，我们的顾客要的是更多不同种类的化妆品。

4. **customer** /ˈkʌstəmə/ *n.* a person or organization who buys goods or services from a shop, business, etc. 顾客；客户

   Pay more attention to the ***customers*** who enter the store.

   多注意些进到店里来的客人。

5. **discount** /ˈdiskaunt/ *n.* a reduction in the cost of goods 折扣

   I never pay full price for my towels because I can find them on ***discount*** at so many outlet stores.

   我从来不付全价买毛巾，因为我可以在很多零售店找到折扣品。

6. **distributor** /dis'tribjutə/ *n.* a person or organization that supplies or markets goods 供应商；经销商

You need to contact the ***distributor*** if the safety seal of the product has been previously tampered with.

如果产品的安全封口已有被打开过的迹象，你就需要联络经销商。

7. **expiration** /ˌekspaiə'reiʃən/ *n.* a coming to an end ；termination 终结；期满

"Sour milk" is a term used for either milk that has passed its ***expiration*** date or the bitter taste of learning a painful lesson.

"酸乳"是一个词语，用来指过期的牛奶或得到痛苦教训的苦涩感觉。

8. **itemize** /'aitəmaiz/ *vt.* /*vi.* to set out all the details of；to list the individual units or parts of 详细列举；分条列举

You have to ***itemize*** and make an inventory of everything in the store.

你必须把店里的每一件东西逐项细列，制成清单。

9. **latest** /'leitist/ *adj.* most recent；newest 最新的

I want to go to the electronics store and try the ***latest*** version of the race car simulator game.

我要去电器行试试最新版的赛车模拟游戏。

10. **neon sign** /'niːɔnˌsain/ *n.* a sign made from glass tubes filled with neon gas which light up when an electric current goes through them 霓虹灯招牌

If you head straight down Maple Boulevard，you will see a large green ***neon sign*** which is right above the doorway to the restaurant.

如果你顺着枫叶大道直走，你就会看到一个在餐厅入口处正上方的大型绿色霓虹招牌。

11. **pickpocket** /'pikˌpɔkit/ *n.* a person who steals things from people's pockets 扒手

Some ***pickpockets*** use razor blades to cut open your pocket and steal your wallet.

有些扒手会用刮胡刀把你的口袋割开，偷走你的皮夹。

12. **pushcart** /'puʃkɑːt/ *n.* a small cart pushed by hand；handcart 手推车

The ***pushcarts*** at the local supermarket are in bad shape because the store patrons

often leave them out on the streets.

本地超市的手推车挺破烂的，因为超市的购物者常把它们留在外面的路上。

13. **receipt** /riˈsiːt/ *n.* a written acknowledgement that something has been received 收据

These items are all for my company; could I please get a ***receipt***, so I can get refunded?

这些物品都是公司要的，能否帮我开张收据，以便我可以在公司报销？

14. **reimburse** /ˌriːimˈbəːs/ *vt.* to pay back; to repay 偿还；补偿

Each month we are supposed to hand over all receipts and order forms to the accounting office, and they will then ***reimburse*** us for any expenditures.

每个月我们都会交出所有的收据和订购单给会计部门，然后他再将一些开支的花费退还给我们。

15. **request** /riˈkwest/ *n.* an act of asking for something 请求；要求

Due to insufficient company funds, the manager denied our ***request*** for a new computer.

因为公司没有足够的资金，经理拒绝了我们买新电脑的请求。

16. **sample** /ˈsæmpl/ *n.* a small part representing the whole; an example 样品；样本

If you want to know how it tastes, just go to aisle 15, where they are giving away free ***samples***.

如果你想要知道味道如何，就到第 15 通道，他们在那里提供免费品尝。

17. **solicit** /səˈlisit/ *vt.* /*vi.* to ask for money, help, favor, etc. 请求；恳求；乞求

I would ask you not to ***solicit*** business near our store, please.

请你不要在我们商店附近兜售东西。

18. **trendy** /ˈtrendi/ *adj.* of or in the latest style; fashionable 时髦的；流行的

Always obsessed with the latest styles in fashion, Dave was labeled chronically ***trendy***.

总是沉迷于最新流行时尚，戴维被认为是得了慢性“流行”病。

19. **VIP** = Very Important Person 贵宾

If you have a ***VIP*** pass, you can go backstage and meet Modonna in person.
如果你有一张贵宾证，你可以到后台与麦当娜见面。

20. wholesale /ˈhəulseil/ (1) *adj.* of being, or employed in the sale of goods in large quantities 批发的 (2) *adv.* in large bulk or quantity 大量地；大批地

If you buy these items ***wholesale***, in the long run, you will save a lot of money.
如果你成批地购买这些物品，长期下来，你就能省下不少钱。

Drills

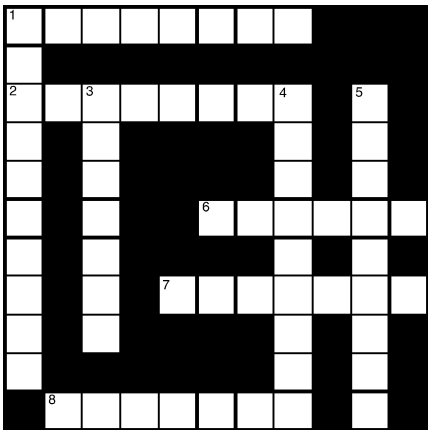
client	distributor	itemize	trendy	wholesale
expiration	request	discount	bazaar	solicit

1. I know a friend who works at the store; if you go with me, I can get you a good _____.
2. Finding _____ around the country to sell your products is not always easy.
3. If you're buying milk, it's best to look at the _____ date to make sure it is fresh.
4. Purchases of sports equipment can be done on a _____ basis through Bauer Asia.
5. The Red Cross always _____ extra blood around Christmas time.

Answers

1. discount 2. distributors 3. expiration 4. wholesale 5. solicits

Cross Word



Across

1. a small cart pushed by hand
2. a person who buys goods from a shop
6. a small part representing the whole
7. an act of asking for something
8. to list the individual units of

Down

1. one who steals from people's pockets
3. to ask for money, help, etc.
4. to pay back
5. of the selling of goods in large quantities

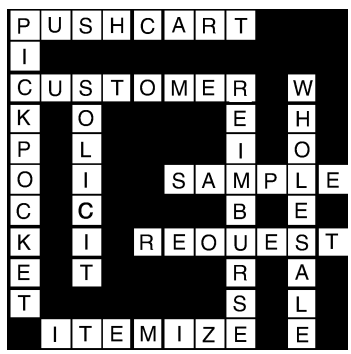
Answers

Across

1. pushcart 2. customer 6. sample
7. request 8. itemize

Down

1. pickpocket 3. solicit 4. reimburse
5. wholesale



Part B

1. **bargain** /ˈbɑːgin/ (1) *n.* something for sale or bought for less than its real value 便宜货；廉价品 (2) *vt.* /*vi.* to talk about the conditions for a sale, agreement, or contract 讨价还价

   If we ***bargain*** with them, they might reduce the price.

   如果我们跟他们讨价还价，他们可能会降价。

2. **cash register** /ˈkæʃˌredʒistə/ *n.* a machine for calculating and recording the amount of each sale and the money received 收银机

   The girl at the ***cash register*** could not give me the correct change when I gave her pesos.

   收银台小姐无法找给我正确的零钱，因为我给她的是比索。

3. **coupon** /ˈkuːpɔn/ *n.* a certificate entitling one to a specified right, as a discount, gift, ect. 折价券；赠奖券

   Karen's grandmother loves to cut out ***coupons*** in the newspaper for her favorite foods.

   凯伦的祖母喜欢从报纸上剪下她最喜欢的食物的折价券。

4. **defective** /diˈfektiv/ *adj.* not working properly; faulty; imperfect 有毛病的；有问题的；有瑕疵的

   The bread maker's ***defective*** lid made it impossible for anyone to use it.

   面包机有缺陷的盖子让人无法使用这个机器。

5. **display** /diˈsplei/ (1) *n.* an act of displaying something, or something that is displayed 陈列；展示品 (2) *vt.* to arrange or spread out for public view 陈列；展示

   Mark longed for the newly developed CD player after seeing it on ***display*** in the store.

   自从在店里看到那个新推出的 CD 唱机展示之后，马克就一直非常想拥有它。

6. **drugstore** /ˈdrʌgstɔː/ *n.* a store where drugs, medical supplies, and various items are sold and prescriptions are filled 兼卖杂货的药房

I usually have my prescriptions filled at the ***drugstore*** across the street.
我通常拿处方笺到街对面的那家药房买药。

7. **flea market** /ˈfliːˌmɑːkit/ *n.* a market where cheap or used goods are sold 跳蚤市场

Flea markets are frequented by bargain hunters.
喜欢拣便宜货的人经常会去跳蚤市场。

8. **label** /ˈleibl/ *n.* a card, paper, etc. marked and attached to an object to indicate its contents, owner, destination, etc. 标签；标记

By using plain ***labels***, generic food brands can afford to charge less because of the money saved on packaging.
由于使用简单的标签，没有品牌的食物能低价出售，因为省下了大笔的包装费。

9. **modify** /ˈmɔdifai/ *vt.* /*vi.* to change partially in character, form, etc. 修改；变更

I need to find a CD player that can be ***modified*** to fit my old stereo set.
我需要找一个改装后能配合我的旧音响组合的 CD 播放机。

10. **patron** /ˈpeitrən/ *n.* a regular customer; one who sponsors and supports some organization, activity, etc. (老) 顾客；赞助人

Each ***patron*** of our business should feel welcome in our store.
我们公司的每个顾客到我们店里都应该觉得受到欢迎。

11. **purchase** /ˈpəːtʃəs/ (1) *n.* the act of buying; an article bought 购买；购得之物 (2) *vt.* to buy 购买

We will deliver your ***purchases*** to your home in three days.
我们 3 天之内会将您所购买的物品送到府上。

12. **quantity** /ˈkwɔntiti/ *n.* an amount or number 量；数量

Upon ordering, please specify the ***quantity*** in the appropriate space on the order form.
订货的时候，请在订货单的适当空格注明你要的数量。

13. **refund** (1) /riːˈfʌnd/ *n.* a sum of money refunded 退款 (2) /riˈfʌnd/ *vt.* /*vi.* to give back money in return for loss or damage 退还；赔偿

If there are any defects or problems with our products, just bring them back and

we will give you a full ***refund***.

如果我们的产品有任何瑕疵或问题，你都可以退货，我们会全额退款。

14. replacement /riˈpleismənt/ *n.* one who or which takes the place of another；substitution 代替；替换

Would you please stop by the hardware store and pick up a ***replacement*** filter for the air conditioning unit?

可否请你出去时顺便帮我到五金商店买个空调机的替换过滤网？

15. retailer /riːˈteilə/ *n.* one who sells goods in a store to consumers 零售商

Sam Walton，who single-handedly built Wal-Mart，is the largest ***retailer*** in the United States.

山姆·沃顿独立建立了 Wal-Mart，成为美国最大的零售商。

16. shopping mall /ˈʃɔpiŋˌmɔːl/ *n.* a shopping center 大型购物中心

The ***shopping mall*** is always packed with shoppers during Christmas season.

那个大型购物中心在圣诞节期间总是挤满了购物的人潮。

17. thrift /θrift/ *n.* wise and careful use of money and goods；avoidance of waste 节俭；节约

By ***thrift***，he managed to get along on his small salary.

他省吃俭用，虽然薪水微薄，但是还可以度日。

18. vender /ˈvendə/ *n.* a seller of small articles that can be carried about or pushed on a cart 小贩

The sidewalk ***vender*** on Wall St. sells the best hot dogs I have ever tasted.

华尔街路边那个小贩卖的热狗是我吃过的最好吃的热狗。

19. warranty /ˈwɔrənti/ *n.* an assurance by a seller that goods or property will be repaired or replaced if not as represented；a written guarantee 保证；保证书

The printer comes with a one-year full service ***warranty***，which covers both parts and labor.

这台打印机附有一年完全维修的保证书，零件和修复的人工费用都包括在内。

20. workmanship /ˈwəːkmənʃip/ *n.* skill in making things；the quality of the work done 技巧；手艺

The ***workmanship*** on these dining tables and matching chairs is extraordinary.
这些餐桌和配套的椅子的手工不同凡响。

Drills

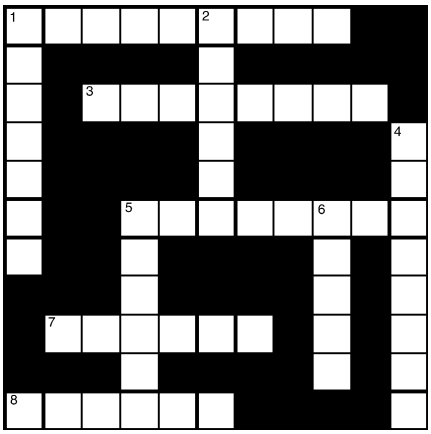
defective	retailer	cash register	workmanship	shopping mall
bargain	display	flea market	vender	thrift

1. We are sorry that your lamp is _____, but without a receipt or proof of purchase from this store we are unable to give you a refund.
2. Despite their misleading name, _____ often have lots of nice things.
3. At such a price, these shoes are definitely a real _____.
4. With over 800 stores, the _____ in Edmonton, Canada, is one of the largest in the world.
5. The Rolls Royce car company has always maintained extremely high standards of _____ and expertise.

Answers

1. defective 2. flea markets 3. bargain 4. shopping mall 5. workmanship

Cross Word



Across

1. a store that sells medical supplies and fills prescriptions
3. a written guarantee
5. one who sells goods in a store to consumers
7. a certificate entitling one to a specified right
8. a seller of small articles that can be carried about

Down

1. to arrange or spread out for public view
2. wise and careful use of money
4. to buy
5. to give back money
6. a card attached to an object indicating relevant information

Answers

Across

1. drugstore　3. warranty　5. retailer
7. coupon　8. vender

Down

1. display　2. thrift　4. purchase
5. refund　6. label

Exercise Four

1. Many have marveled at the breathtaking views found across the South American mountain chain in Peru.
   (A) panoramic (B) laboring (C) heartbreaking (D) thrilling
2. The hotel is nice, but it is not as luxurious as it looks in the brochure.
   (A) leaflet (B) journal (C) letter (D) magazine
3. The Orient Express is a famous and luxurious train that transports its travelers into the heart of some of Europe's most exotic places.
   (A) mysterious (B) unusual (C) realistic (D) precarious
4. Louis and Clark are famous for their daring expedition of the Snake River in the Northwest region of the United States.
   (A) adventure (B) rescue (C) capture (D) expose
5. We need your permanent address in order to mail you the official itinerary and flight schedule.
   (A) identification (B) travel plan (C) visa (D) boarding pass
6. Luxurious was the best word to describe the restaurant's elegant furnishings and priceless original paintings.
   (A) Lavish (B) Cheap (C) Frugal (D) Ancient
7. Many airline companies are now offering a special cabin for smoking on all overseas flights.
   (A) domestic (B) first-class (C) international (D) economic
8. The sign next to the public swimming pool clearly forbids any swimmers to urinate or excrete any bodily wastes in the pool.
   (A) warns (B) prevents (C) prohibits (D) forgoes
9. The undercover police agent was curious to see the freight of a suspicious trading company near the city's harbor.
   (A) cruise (B) ferry (C) flight (D) shipment
10. When you come to a (n) intersection, you always need to be cautious of the oncoming traffic.
    (A) crossroads (B) overpass (C) underpass (D) freeway
11. The pilot put many lives in jeopardy when he decided to ride out the terrible thunderstorm over the coast of England.
    (A) joke (B) risk (C) accident (D) depression

12. Magnetic fields allow a compass to help any adventurer navigate his way out of danger and safely get to his destination.
(A) steer (B) strike (C) swipe (D) study
13. Providing mass transit is a must when a major city decides to invite large corporations to nest within its limits.
(A) subway (B) transportation
(C) transmission (D) traffic
14. Last night we went to the local bazaar, where they have everything from food stands to clothing and jewelry.
(A) bizarre (B) fare (C) market (D) boulevard
15. Courteous service and clear communication made everyone who walked into that store a permanent client.
(A) friend (B) customer (C) distributor (D) retailer
16. The latest trend in pop music is boy bands, as evidenced by NSYN'C and the Backstreet Boys.
(A) oldest (B) beloved (C) newest (D) former
17. Due to negative test group responses, the company decided to modify their slogan in an attempt to drum up more public interest for their product.
(A) promote (B) change (C) cancel (D) release
18. Many managers sometimes give in to a patron's unreasonable demands in order not to lose him.
(A) customer's (B) executive's (C) employer's (D) investor's
19. For a restaurant, it is more cost-effective to buy things like sugar and flour in large quantities.
(A) groups (B) barrels (C) content (D) amounts
20. These clothes were once considered old fashioned, but now they have become so trendy.
(A) tricky (B) disgusting (C) funny (D) stylish

Answers

1. D	2. A	3. B	4. A	5. B
6. A	7. C	8. C	9. D	10. A
11. B	12. A	13. B	14. C	15. B
16. C	17. B	18. A	19. D	20. D

Unit 13

Dining Out 在外用餐

Part A

1. **alcohol** /ˈælkəhɔl/ *n.* a colorless, limpid, volatile, flammable, water-miscible liquid, used chiefly as a solvent in the extraction of specific substances, in beverages, medicines, lotions, tonics, colognes, etc.; drinks containing this 酒精；含酒精之饮料

   When we go out, my friends usually drink ***alcohol*** and I end up being the designated driver.

   当我跟朋友外出时，他们通常会喝酒，所以我最后都被指派开车载他们回家。

2. **appetite** /ˈæpitait/ *n.* a desire or wish to have something, esp. food 胃口；食欲

   If you don't really have an ***appetite*** for food, we should just go to a coffee shop and relax.

   如果你不是真的想吃东西，我们可以到咖啡店去轻松一下。

3. **artificial** /ˌɑːtiˈfiʃl/ *adj.* made by humans, esp. as a copy of something natural 人造的；仿真的

   I do not like many of the prepared foods you can buy in the stores because of all the ***artificial*** ingredients the manufacturers put in them.

   我不喜欢许多店里可以买到的现成食物，因为制造厂商在里面放了各种人工添加物。

4. **bland** /blænd/ *adj.* (of food) without much taste; (of people) showing no strong feelings or opinions; mild and soothing 淡而无味的；温和的；

无刺激性的

The food here is normally really tasty, but today it all seems so ***bland*** and unappetizing.

这里的食物通常都很好吃，但是今天似乎平淡无味，引不起胃口。

5. **chef** /ʃef/ *n.* a cook, especially a chief cook 主厨；大厨

I would really like to meet the ***chef*** and give him my personal compliment for this wonderful six-course meal.

我很想见见这里的大厨，并向他表达我个人对这六道菜的赞美。

6. **crave** /kreiv/ *vt.* /*vi.* to have an intense desire for 渴望

Opponents of the tobacco industry believe that the use of nicotine allows consumers to ***crave*** for and thus become addicted to cigarettes.

反对烟草业的人认为，尼古丁会使人渴望抽烟并因而上瘾。

7. **delicacy** /ˈdelikəsi/ *n.* a choice food 佳肴

Even though escargot is considered a ***delicacy*** by most, it's still just snails to me.

虽然法国蜗牛被大部分人视为珍馐，但对我来说它只是蜗牛罢了。

8. **digest** /diˈdʒest/ *vt.* /*vi.* to change food into an absorbable form that the body can use 消化

Those who are lactose intolerant find it difficult to ***digest*** dairy products.

患有乳糖不耐症的人很难消化奶制品。

9. **fragrant** /ˈfreigrənt/ *adj.* having a pleasant odor; sweet-smelling 有香味的；芳香的

The most ***fragrant*** and flavorful wines seem to be the ones that come from France.

最香最有味道的酒好像都来自法国。

10. **ingredient** /inˈgriːdiənt/ *n.* something that is an element in a mixture or compound; component; constituent 成分；配料；配方

She just won't tell me the secret ***ingredients*** in her fried chicken.

她就是不肯告诉我她的独门炸鸡里加了什么特殊配方。

11. **liquor** /ˈlikə/ *n.* a strong alcoholic drink, such as whisky 烈酒（如威士忌）

He likes to drink ***liquor***, such as vodka.

他喜欢喝像伏特加那样的烈酒。

12. **munch** /mʌntʃ/ *vt.* /*vi.* to chew with a strong movement of the jaw, making a noise 用力嚼；大声咀嚼

In order to abate his hunger, Joe ***munched*** on a candy bar.

为了减低他的饥饿感，乔大口嚼食糖果棒。

13. **palatable** /ˈpælətəbl/ *adj.* pleasant to the taste; agreeable to the mind or sensibilities 美味的；顺耳的；怡人的

Although others had reported the beef to be chewy and lacking in flavor, I found it to be very ***palatable***.

虽然别人说这牛肉很韧，也没有什么味道，但是我却觉得味很美。

14. **pass up** /ˈpɑːsʌp/ *v.* to refuse or neglect to take advantage of an opportunity 放过；错过

Thanks for the offer, but I'm starting to watch my weight. I had better ***pass up*** on dessert this time.

谢谢你的甜点，但是我正在开始注意自己的体重，所以这一次最好还是不要吃。

15. **portion** /ˈpɔːʃən/ *n.* a part of a whole; a share of something 部分；一份

That piece of meat is huge, and I'm certain I can only eat a ***portion*** of it.

这块肉很大，我想我只能吃下一部分。

16. **ravenous** /ˈrævinəs/ *adj.* extremely hungry; rapacious 极饿的；贪婪的

He has been exercising non-stop all day, so he must have worked up a ***ravenous*** appetite.

他已经运动了一整天，所以他现在一定饿扁了。

17. **refreshment** /riˈfreʃmənt/ *n.* (*pl.*) food or drink or both 茶点（常用复数）

We are going to just serve light ***refreshments*** at the reception rather than a lavish meal.

我们在招待会上只会提供简单的点心，而不是豪华的大餐。

18. **silverware** /ˈsilvəwɛə/ *n.* articles, esp. tableware, made of or plated with silver 银器；镀银餐具

Could you please put out the napkins and the ***silverware*** next to each plate?
可以请你在每个盘子旁边帮忙摆上餐巾和餐具吗？

19. specialty /ˈspeʃəlti/ *n.* a special study, interest, quality, feature, etc. 专攻；专业；专长；特制品

Baked chicken is his ***specialty***, and he has won several prestigious awards for it.
他的专长是烤鸡，他已经为此获得多项大奖。

20. starve /stɑːv/ *vt.* /*vi.* to die from lack of food; to suffer from hunger 饿死；挨饿

We were only given two meals a day when we were on our trip and I thought we would ***starve***!
在旅行的时候，我们一天只被供应两餐，我还以为我们会饿死！

Drills

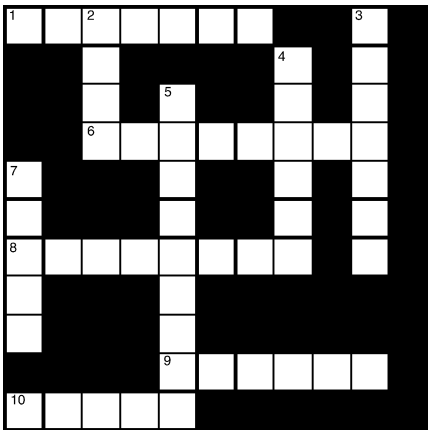
chef	appetite	palatable	artificial	crave
delicacy	ingredient	digest	munch	portion

1. What is a _____ in some countries may be very exotic to us and may even seem inedible.
2. It is bad to exercise right after you eat, because your body needs time to _____ the food.
3. I always feel the urge to _____ on some junk food when I am watching TV.
4. The crab bisque at Le Gros Ventres had an _____ that tasted a bit like curry.
5. One of the problems with eating Japanese food is that the _____ is so small that you still feel hungry after the meal.

Answers

1. delicacy 2. digest 3. munch 4. ingredient 5. portion

Cross Word



Across

1. a colorless, flammable liquid contained in wine, liquor, etc.
6. having a pleasant odor
8. a desire for food
9. a strong alcoholic drink
10. to have an intense desire for

Down

2. a cook, especially a chief cook
3. a part of a whole
4. to die from lack of food
5. agreeable to the taste
7. mild and soothing

Answers

Across

1. alcohol　6. fragrant　8. appetite
9. liquor　10. crave

Down

2. chef　3. portion　4. starve
5. palatable　7. bland

Part B

1. **apéritif** /əˌperiˈtiːf/ *n.* an alcoholic drink taken before a meal 饭前酒

   Many of the finer restaurants will give you an ***apéritif*** before the meal to help stimulate your appetite.

   很多较高级的餐厅都会给你饭前酒来促进你的食欲。

2. **appetizer** /ˈæpitaizə/ *n.* a food or drink taken before a meal to increase the desire for food 开胃菜

   Would you like to order an ***appetizer*** first, or would you just like to wait for the main entrée to arrive?

   你要先点个开胃菜吗，或是你要等主菜上来？

3. **beverage** /ˈbevəridʒ/ *n.* any liquid for drinking, esp. one other than water 饮料（除水之外）

   This café is for people to sit and drink cold ***beverages*** rather than having large meals.

   这间小餐馆主要是提供人们一个坐下喝冷饮而不是吃大餐的地方。

4. **buffet** /ˈbufei/ *n.* a meal at which guests serve themselves from dishes arranged on a table or sideboard 自助餐

   Because of his seemingly bottomless stomach, Erik loved to go to all-you-can-eat style ***buffets***.

   因为艾瑞克的胃像无底洞，他喜欢去“吃到饱”的自助式餐厅。

5. **chopsticks** /ˈtʃɔpstiks/ *n.* a pair of slender sticks held together in one hand and used, chiefly in the Orient, to lift food to the mouth 筷子

   I love Chinese food, but I always feel embarrassed because I can't use ***chopsticks*** very well.

   我喜欢吃中国菜，但是我常为不会用筷子而感到不好意思。

6. **cuisine** /kwi(ː)ˈziːn/ *n.* a style of cooking or preparing food; the food prepared 烹调；烹调之食品

   The delicious ***cuisine*** of the Indian restaurants makes everyone want to use curry in all their dishes.

印度餐厅的美食使每个人都想在他们所有的菜里加上咖喱。

7. **dessert** /diˈzəːt/ *n.* a usually sweet food served as the last course of a meal 餐后甜点

After finishing the main course, the waiter asked us if we would like some cheesecake for ***dessert***.

吃完主菜之后，侍者问我们是否要一些起司蛋糕当甜点。

8. **entrée** /ˈɔntrei/ *n.* the main course of a meal 主菜

The meal includes a soup, a salad, an appetizer, the main ***entrée***, and a dessert.

这顿饭包括汤、沙拉、开胃菜、主菜，还有饭后甜点。

9. **hors d'oeuvre** /ˌɔːˈdəːv/ *n.* an appetizer served before a meal 开胃小菜

Their party was very extravagant; there was full catering with the most delicate ***hors d'oeuvres*** I have ever had.

他们的宴会非常豪华，不但有全套酒席，还有我所吃过的最精致的开胃小菜。

10. **leftovers** /ˈleftˌəuvəz/ *n.* food remaining uneaten after a meal, esp. when served at a later meal 剩饭剩菜

The greatest part of Thanksgiving dinner is that there are ***leftovers*** in the fridge for the next several weeks.

感恩节大餐最棒的地方就是留在冰箱的剩菜够吃好几个星期。

11. **menu** /ˈmenjuː/ *n.* a list of dishes to be served or available for a meal or a series of meals 菜单

I'm still waiting for my friends to arrive, but I'd like to look over the ***menu*** while I wait.

我还在等朋友，但我想在等时先看看菜单。

12. **napkin** /ˈnæpkin/ *n.* a piece of cloth or absorbed paper used while eating to protect one's clothes and wipe one's lips 餐巾

It is customary for flight attendants to hand out wet ***napkins*** for passengers to wipe their hands with.

飞机上的服务人员通常会递湿纸巾给旅客擦手。

13. **parched** /ˈpɑːtʃt/ *adj.* completely dry; very thirsty 焦干的；极渴的

While walking across the Sahara Desert, we felt very ***parched*** and couldn't wait to find some water.

在我们穿越撒哈拉沙漠时，觉得极度干渴，迫不及待想找水喝。

14. pastry /ˈpeistri/ *n.* a small sweet cake with crust baked from flour dough made with shortening 用面团和油酥烤成的小甜点心

The new bakery has some good bread, but the ***pastries*** seem to be their specialty.

新开的面包店有一些很棒的面包，但是小点心好像才是他们的特色产品。

15. preservative /priˈzəːvətiv/ *n.* a chemical substance that is used to prevent things from decaying 防腐剂

This store sells only products that contain no artificial ***preservatives***.

这家店只卖不含人工防腐剂的产品。

16. recipe /ˈresipi/ *n.* a list of materials and instructions for preparing a dish or drink; a way to achieve something 食谱；烹饪法；秘诀

She didn't follow the ***recipe*** and the soup came out all wrong.

她没按食谱去做，结果做出来的汤一点都不对味。

17. seasoning /ˈsiːzəniŋ/ *n.* anything that adds zest to or improves the flavor of food 调味品；佐料

The ***seasoning*** on these steamed vegetables tastes almost like parsley mixed with orange juice, but it's hard to tell.

这些清蒸蔬菜上所加的调味料吃起来几乎像是香菜和柳橙汁的混合，但我无法确定。

18. snack /snæk/ (1) *n.* a light meal between regular meals 小吃；点心 (2) *vi.* to eat a snack 吃点心

Dinner is two hours away; you can have some ***snacks*** if you're hungry.

离晚餐还有两个小时，如果你肚子饿的话，可以先用些点心。

19. spice /spais/ *n.* an aromatic or pungent plant substance, as cinnamon or pepper, used to season food 香料；调味品

In Indian cuisine ***spices*** and seasonings always seem to blend perfectly with the food.

印度菜里所使用的香料和调味品似乎都和食物搭配得很完美。

20. vegetarian /ˌvedʒiˈtɛəriən/ *n.* one who eats no meat 素食者

Some people become ***vegetarians*** due to religious beliefs.

有些人因为宗教信仰而成为素食者。

Drills

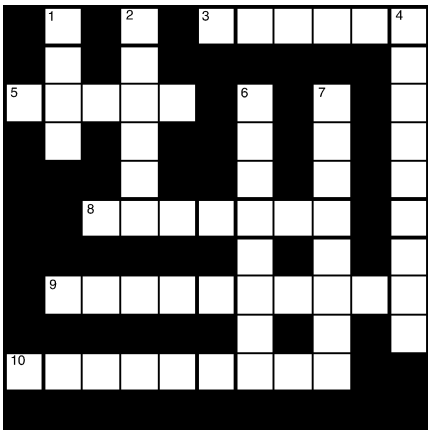
appetizer	beverage	cuisine	hors d'oeuvre	napkin
parched	leftovers	seasoning	preservative	recipe

1. Many restaurant patrons prefer to order _____ to snack on before their entrées arrive.
2. Known for being spicy and flavorful, Thai _____ has enjoyed a recent surge in popularity.
3. The best _____ I have ever tasted contained at least three different types of cheese.
4. All of the _____ from the company picnic are donated to the local orphanage.
5. Master chefs are usually reluctant to give out the _____ for a special dish they've developed.

Answers

1. appetizers 2. cuisine 3. hors d'oeuvre 4. leftovers 5. recipe

Cross Word



Across

3. aromatic or pungent plant substances, used to season food
5. a light meal between regular meals
8. a usually sweet food served as the last course of a meal
9. one who eats no meat
10. food remaining uneaten after a meal

Down

1. a list of dishes to be served
2. a list of materials and instructions for preparing a dish
4. anything that adds zest to food
6. any liquid for drinking
7. small sweet cakes with crusts

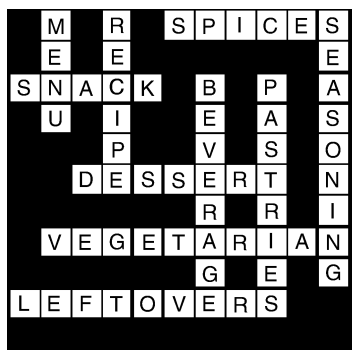
Answers

Across

3. spices　　5. snack　　8. dessert
9. vegetarian　　10. leftovers

Down

1. menu　　2. recipe　　4. seasoning
6. beverage　　7. pastries



Unit 14

Social Contact 社交

Part A

1. **acceptance** /əkˈseptəns/ *n.* the act of taking or receiving something offered; approval 接受；赞同

   Many people change their personality or lower their personal standards in search of what they call "***acceptance***".

   很多人改变他们的个性或降低标准来寻求他们所谓的"认同感"。

2. **acquaintance** /əˈkweintəns/ *n.* a person whom one knows slightly 相识但不很熟之人

   I need to find some friends in Taiwan because the people at work are really only ***acquaintances***.

   我必须在台湾交一些朋友，因为工作上认识的人只能称为点头之交。

3. **anniversary** /ˌæniˈvəːsəri/ *n.* the yearly return of the date of some event 周年纪念日

   They are celebrating their 25th wedding ***anniversary*** by taking a trip to Hawaii.

   他们到夏威夷度假，以庆祝结婚25周年。

4. **associate** /əˈsəuʃieit/ (1) *n.* a person connected with another, esp. in work; partner 同事；伙伴 (2) *vt.* to connect in thought, memory, or imagination; to bring into relation as partner, etc. 联想；交往

   It seems that people from Asian countries automatically ***associate*** Americans with blond hair and blue eyes.

   似乎亚洲人总是很自动地把美国人联想成金发蓝眼。

5. **banquet** /ˈbæŋkwit/ *n.* an elaborate feast; a formal dinner honoring a

guest or occasion 酒席；正式的宴会

The ***banquet*** will be held at 8:00 p. m. , during which the mayor will personally hand out all the awards.

宴会将在8点开始，期间市长将亲自颁发所有奖项。

6. **commitment** /kəˈmitmənt/ *n.* a responsibility or promise to follow certain beliefs or a certain course of action 承诺；许诺

In modern society many people seem to have forgotten that marriage is a lifelong ***commitment***.

现代社会里许多人似乎已经忘记婚姻是终身的承诺。

7. **courtesy** /ˈkəːtisi/ *n.* polite behavior; good manners; a polite or kind action or expression 礼貌；礼仪；好意；殷勤

It is common ***courtesy*** not to use your cell phone in a restaurant.

在餐厅内不使用手机是一种普通的礼貌。

8. **distinguished** /disˈtiŋgwiʃt/ *adj.* characterized by excellence; eminent; famous 卓越的；杰出的；著名的

Some of the most ***distinguished*** authors will be attending the awards-giving ceremony this Saturday night.

一些最著名的作家会来参加这个星期六晚上的颁奖典礼。

9. **embrace** /imˈbreis/ (1) *n.* an act of embracing 拥抱 (2) *vt.* /*vi.* to clasp or hold in the arms lovingly; to encircle, to include 拥抱；围绕；包括

It is common to see people ***embrace*** each other in America.

在美国常见人们相互拥抱。

10. **etiquette** /ˈetiket/ *n.* the forms, manners, etc. conventionally acceptable or required in society, a profession, etc. 礼节；规范

It is important, when traveling abroad, to become acquainted with the local ***etiquette*** and customs.

到国外旅游时，熟悉当地的礼仪和风俗习惯很重要。

11. **farewell** /fɛəˈwel/ *n.* an expression of good wishes at parting; goodbye; leave-taking 一路平安；再见；告别

We stayed two days in Norway and then had to bid ***farewell*** to the friends we made there.

我们在挪威停留了两天，但之后就得跟我们在那里认识的朋友们告别。

12. **get-together** /get tə'geðə/ *n.* an informal social gathering（非正式的社交）聚会

We decided to have a little ***get-togehter*** for our new neighbors, so they could meet all the people in the building.

我们决定帮新来的邻居办个小聚会，让他们认识一下住在同一栋大楼的人。

13. **greeting** /'griːtiŋ/ *n.* a gesture or word of welcome or salutation;（*pl.*）a message of regards or a good wish 致敬；问候；（复数）致意；赞词

I just talked to Rich last night on the phone, and he asked how you were and sent his ***greetings***.

我昨晚才跟李奇通过电话，他问到你的近况并要我跟你问好。

14. **hug** /hʌg/（1）*n.* an act of hugging（2）*vt.* /*vi.* to clasp or hold closely and fondly in the arms; to embrace 拥抱；紧抱

Before she left, she gave her father a ***hug***.

走之前，她拥抱了一下她父亲。

15. **lavish** /'læviʃ/ *adj.* very generous or wasteful; extravagant; profuse 过分大方的；浪费的；丰富的

Not only is their house the biggest one in the neighborhood, but it also has the most ***lavish*** furnishings inside.

他们的房子不但是附近最大的，屋内也拥有最奢华的家具摆设。

16. **nosy** /'nəuzi/ *adj.* interested in things that do not concern one; prying; inquisitive 好管闲事的；爱打听的

Their ***nosy*** neighbors seem to be constantly watching them.

他们那些好管闲事的邻居似乎无时无刻不在监视他们。

17. **offensive** /ə'fensiv/ *adj.* causing displeasure; disgusting; insulting 令人不快的；讨厌的；冒犯的

Burping in public is not only rude but also very ***offensive***.

在公共场合打嗝不但粗鲁，而且相当令人讨厌。

18. **protocol** /'prəutəkɔl/ *n.* the customs and regulations dealing with diplomatic formality, etiquette, etc.; an original draft of a document, etc. 外交礼节；草约

Protocol demands that the Prime Minister attend the ceremony in person.
依外交礼节，首相应当亲自出席这项典礼。

19. regards /riˈgɑːdz/ *n.* good wishes 问候；致意

I won't be able to make it to their wedding; please give them this gift as well as my best ***regards*** and congratulations.
我无法去参加他们的婚礼，请帮我将此礼物交给他们，并代我向他们致最诚挚的敬贺。

20. salute /səˈluːt/ *vt.* /*vi.* to greet; to recognize (a military superior) with a prescribed gesture; to honor formally 向……打招呼；向……行军礼；向……表示敬意

The President and Commander in Chief was ***saluted*** by the officers as he emerged from the plane.
身兼三军统帅的总统走出飞机时受到军官们的行礼致敬。

Drills

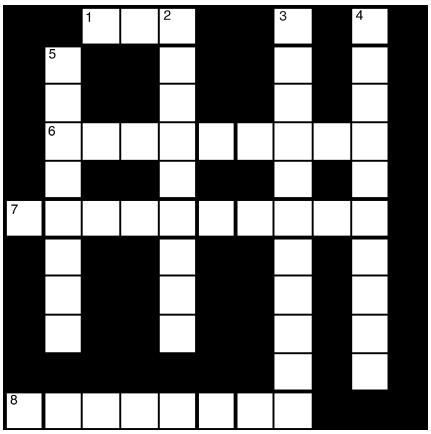
lavish	acquaintance	anniversary	greetings	etiquette
banquet	salute	offensive	distinguished	get-together

1. Upon meeting me, Jane smiled politely and said, "Pleased to make your _____."
2. It is respectful to _____ the national flag whenever it is being raised or lowered.
3. The president of this university is a very _____ scientist.
4. Attending the Chancellor's ball demanded that perfect _____ be practiced all evening.
5. Before he went to play professional hockey overseas, Kelly's teammates held a _____ in his honor.

Answers

1. acquaintance 2. salute 3. distinguished 4. etiquette 5. get-together

Cross Word



Across

1. to hold closely in the arms
6. causing displeasure
7. a promise to follow certain beliefs
8. polite behavior

Down

2. a message of regards
3. the yearly return of the date of some event
4. the act of taking or receiving something offered
5. the customs dealing with diplomatic etiquette

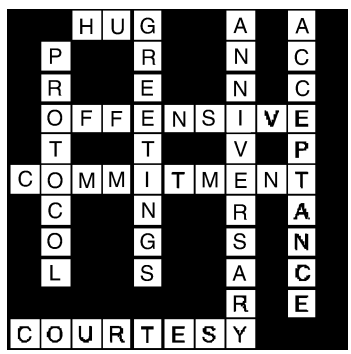
Answers

Across

1. hug 6. offensive 7. commitment
8. courtesy

Down

2. greetings 3. anniversary 4. acceptance
5. protocol



Part B

1. **acknowledge** /əkˈnɔlidʒ/ *vt.* to admit the validity, authority, or truth of; to recognize the existence, authority or claims of; to express or show appreciation or gratitude for 承认；承认……之存在、权力；表示感谢

After the decision of the Supreme Court was announced, Vice President Al Gore ***acknowledged*** defeat.

在最高法院判决宣布之后，副总统艾尔·戈尔承认失败。

2. **aggressive** /əˈgresiv/ *adj.* quick to attack or act in a hostile fashion; determined and forceful; bold and active; enterprising 挑衅的；有侵略性的；有进取心的；积极的

Although he was usually considered mild-mannered, he became very ***aggressive*** behind the wheel.

虽然一般人觉得他温和有礼，但是一旦坐上驾驶座，他就变得侵略性十足。

3. **apologize** /əˈpɔlədʒaiz/ *vi.* to say one is sorry 道歉

Billy's mom made him return to the store and ***apologize*** for pilfering.

比利的妈妈要他回到商店里为偷东西而道歉。

4. **attractive** /əˈtræktiv/ *adj.* arousing interest, admiration or pleasure; appealing; charming 引人入胜的；有吸引力的；迷人的

I think what makes a person ***attractive*** includes a lot more than just outward appearance.

我想使一个人有魅力的原因很多，不只是外表。

5. **barrier** /ˈbæriə/ *n.* an obstruction; obstacle; anything that blocks or hinders 障碍；障碍物；隔阂

Many people living abroad find that the language ***barrier*** is very difficult to get around.

很多住在外国的人都觉得，语言障碍是很难克服的。

6. **compliment** /ˈkɔmplimənt/ *n.* an expression of praise, admiration or respect 赞扬；恭维

His ***compliments*** rarely seemed genuine and often insulted those he was trying to

praise.

他给人的赞美很少让人觉得很真心，反而经常侮辱到他想赞美的人。

7. **criticize** /ˈkritisaiz/ *vt.* /*vi.* to judge the merits and faults of; to judge with disapproval 评论；批评

He has no friends because he likes to ***criticize*** everyone.

他之所以没有朋友，是因为他喜欢批评每个人。

8. **eloquent** /ˈeləkwənt/ *adj.* able to express ideas and opinions readily and well; fluent and persuasive in discourse 口才好的；雄辩的

Adolph Hitler was a passionate orator and was known for his ***eloquent*** speeches.

阿道夫·希特勒是一个激昂的演说家，他以雄辩著称。

9. **encounter** /inˈkauntə/ (1) *n.* a meeting, either unexpected or dangerous 相遇；遭遇 (2) *vt.* /*vi.* to meet unexpectedly; to be faced with 偶然碰见；遭遇；面临

We had an accidental ***encounter*** with three Russian scientists on our expedition to the North Pole.

在到北极探险的途中我们偶遇3位来自俄国的科学家。

10. **extend** /iksˈtend/ *vt.* /*vi.* to stretch or continue; to enlarge or prolong; to give or offer 延伸；延续；扩大；延长；给予；提供

He ***extended*** an invitation to everyone in the office to come to his birthday party.

他邀请办公室里的每个人去参加他的生日派对。

11. **favorable** /ˈfeivərəbl/ *adj.* characterized by approval; winning approval; helpful; advantageous 令人满意的；博得赞许的；有帮助的；有利的

Between the rented apartment and the hotel room, he found the accommodations in the latter to be much more ***favorable***.

在出租公寓和旅馆之间做比较，他发现旅馆的设备好多了。

12. **gossip** /ˈgɔsip/ (1) *n.* idle talk or rumor, esp. about the personal or private affairs of others 闲话；流言 (2) *vi.* to talk idly, esp. about the affairs of others 说闲话

I don't enjoy working here because everyone seems to be ***gossiping*** about everyone else all the time.

我不喜欢在这里工作，因为每个人似乎都一直在讲别人的闲话。

13. **hilarious** /hiˈlɛəriəs/ *adj.* noisily merry; boisterously funny 狂欢的；令人捧腹的

The ***hilarious*** Jim Carrey has entertained audiences with his madcap antics and funny facial expressions.

滑稽的金·凯利利用他疯狂古怪的举动和好玩的表情使很多观众感到快乐。

14. **intrude** /inˈtruːd/ *vt.* /*vi.* to enter unwanted or unasked; to forced upon others 闯入；侵入；把……强加于

It's better not to enter a door without knocking so as not to ***intrude*** on someone's privacy.

在进门之前最好先敲门，免得不小心侵犯他人的隐私。

15. **modest** /ˈmɔdist/ *adj.* having or expressing a lower opinion of one's ability than is probably deserved; not large in quantity, size, value, etc.; not vain; decorous 谦逊的；适度的；朴实的；端庄的

Compared with those in America, houses in Mexico seem a lot more ***modest***.

跟美国的房子比起来，墨西哥的房子看来简朴多了。

16. **nuisance** /ˈnjuːsns/ *n.* a person, thing, or situation that causes annoyance or inconvenience 讨厌之人、事、物

Taking my nine-year-old brother out with my friends is a ***nuisance***.

带着我9岁的弟弟和朋友去玩是件很麻烦的事。

17. **prompt** /ˈprɔmpt/ *adj.* arriving at the right time; punctual; done without delay; quick to take action 准时的；按时的；迅速的；立刻行动的

The seminar is going to start at eight o'clock on the dot, so please be ***prompt*** and be in your seat by a quarter to eight.

这个研讨会将在8点整开始，请准时到场，并请在7:45分时就座。

18. **quarrel** /ˈkwɔrəl/ (1) *n.* an angry argument; a dispute 争吵；争论 (2) *vi.* to have a quarrel 吵架；争论

It is quite normal for younger siblings to ***quarrel*** with one another.

年幼的兄弟姐妹互相争吵是很正常的。

19. **run into** /rʌn ˈintu/ *v.* to meet by chance; to bump into 偶遇；碰上

Who would have thought that we would ***run into*** so many old classmates all on

the same day!

谁会想得到，我们会在同一天中碰到这么多老同学！

20. scandal /ˈskændl/ *n.* anything that offends moral feelings and leads to disgrace 丑闻；引人愤慨之事

The new corporate president was involved in some illegal smuggling ***scandal***, which resulted in his resignation.

新的公司总裁卷入了某个非法走私丑闻，并因此辞职下台。

Drills

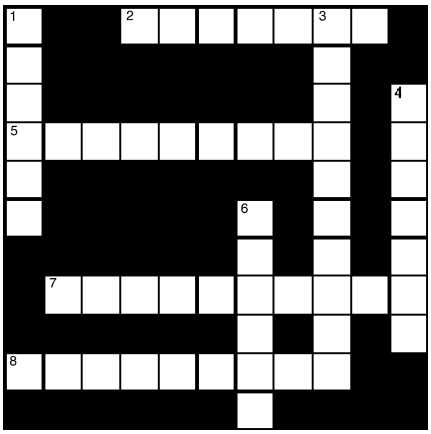
nuisance	acquaintance	barrier	hilarious	encounter
eloquent	gossip	scandal	intrude	apologize

1. The biggest problem between the two of them is the language _____; he can't speak Chinese and her English is very limited.
2. Whenever my old high school friends and I get together, we _____ about all the people we used to know.
3. Nixon had Watergate, Reagan had Iran-Contra, Clinton had Lewinsky…it seems like every president has to have a _____ of his own.
4. New Year parties are usually _____, with lots of laughter and shouting.
5. After the brokerage firm suffered a major financial loss, they were forced to _____ to all investors.

Answers

1. barrier 2. gossip 3. scandal 4. hilarious 5. apologize

Cross Word



Across

2. anything that offends moral feelings and leads to disgrace
5. to meet unexpectedly
7. quick to attack or act in a hostile fashion
8. to say one is sorry

Down

1. to stretch or continue
3. arousing interest, admiration or pleasure
4. anything that blocks or hinders
6. idle talk or rumor

Answers

Across

2. scandal
5. encounter
7. aggressive
8. apologize

Down

1. extend
3. attractive
4. barrier
6. gossip

Unit 15

Entertainment & Mass Media
娱乐及大众传播媒体

Part A

1. **amuse** /əˈmjuːz/ *vt.* to keep pleasantly occupied; to entertain; to cause to laugh or smile 使欢乐；使愉快；使发笑

   If it is a long trip, just give him a pen and paper and he will ***amuse*** himself.
   如果旅途很长，只要给他纸和笔，他就会自得其乐。

2. **audience** /ˈɔːdjəns/ *n.* the people listening to or watching a performance, speech, television show, etc. 听众；观众

   Tonight's ***audience*** was barely awake, much less attentively watching the play.
   今晚的观众简直就快睡着了，更别提专心看戏剧了。

3. **ballet** /bæˈlei/ *n.* an artistic dance form of graceful, precise gestures and movements used to tell a story 芭蕾舞

   One of the most physically demanding performance arts, ***ballet***, is known for its grace and beauty.
   芭蕾舞是一种需要极大体力的表演艺术，它以优雅和美丽著称。

4. **cable TV** /ˈkeibl ˈtiːviː/ *n.* a commercial television system in which signals are received by a single antenna and delivered to subscribers' receivers by means of a cable 有线电视

   When there was no ***cable TV***, everyone was limited to just a few channels like CCTV1, CCTV2.
   还没有有线电视的时候，每个人只有少数几个频道可以观看，例如中央1台、中央2台等。

5. **celebrity** /siˈlebriti/ *n.* a famous person; the state of being famous 名人；名声

I hope that Tiger Woods won't let his ***celebrity*** status interfere with how he treats his fans.

我希望老虎·伍兹不会让他的名声影响到他对待球迷的态度。

6. **cinema** /ˈsinimə/ *n.* movies; films; a movie theater; the art or industry of making movies 电影；影片；电影院；电影艺术；电影业

They say the new movie, a ***cinema*** breakthrough, is a must-see for all avid moviegoers.

据说那部新影片是影史上的大突破，所有的热心影迷都一定要去观赏。

7. **composer** /kəmˈpəuzə/ *n.* a person who writes music 作曲家

John Williams is a very famous ***composer*** and symphony conductor who has written many movie soundtracks.

约翰·威廉姆斯是一个非常有名的作曲家和交响乐团指挥家，他曾经写了许多电影配乐。

8. **conductor** /kənˈdʌktə/ *n.* one who directs the playing of a group of musicians 指挥家

As the audience cheered and applauded, the ***conductor*** slowly lowered his baton, pivoted and graciously bowed to the crowd.

在观众的欢呼鼓掌下，这个指挥家慢慢地放下他的指挥棒，原地转身，然后优雅地向观众行礼。

9. **cue**/kjuː/ *n.* a word or signal to begin or enter, as in a play; a hint or reminder 暗示；提示

The singer missed her ***cue*** from the conductor and started too late in the song.

这个歌手错过了指挥给她的提示，起头太慢了。

10. **drama** /ˈdrɑːmə/ *n.* a piece of writing to be performed by actors; play for the theater, television, radio, etc. 戏剧；剧本

Everyone likes Shakespeare's ***drama***; I especially enjoy his light comedies, like *A Midsummer Night's Dream* and *As You Like It*.

每个人都喜欢莎士比亚的戏剧，我特别喜欢他的轻松喜剧，例如《仲夏夜之梦》和《皆大欢喜》。

11. **fare** /fɛə/ *n.* money paid for transportation 车费；票价

The ***fare*** for a taxi usually depends on how far you are traveling.

出租车费的多少通常是依你坐车的距离长短而定。

12. **headline** /ˈhedlain/ *n.* the heading printed in large letter above a story in a newspaper（报纸的）标题

I don't read every article in the newspaper; I just skim over all the ***headlines***.

我不看报纸上的每一篇文章，我只浏览所有标题。

13. **newscast** /ˈnjuːzkɑːst/ *n.* a broadcast of news on radio or television 新闻广播

Jonathan watched the local ***newscast*** every night at six o'clock without fail.

乔纳森每天晚上6点一定观看当地的新闻报道。

14. **periodical** /ˌpiəriˈɔdikl/ *n.* a magazine or other journal that is issued at regular times 杂志；期刊

If you want to find that kind of information, you should try the ***periodical*** section.

如果你要找那类的资讯，应该到期刊部门去试试。

15. **premiere**/ˈpremiə/ *n.* a first public presentation of a play or film 首次公演；首映

Famous people love to attend movie ***premieres*** in order to get publicity and hobnob with movies stars.

名人喜欢参加电影首映会，如此既可以得到宣传效果，也可以和电影明星交好。

16. **rate** /reit/ *vt.* to place in a certain rank, class, etc. 分级；分等

Before we go to see the movie, we'd better check to see what it's ***rated***.

去看电影之前，我们最好先查看一下它属于哪一级。

17. **scenario** /siˈnɑːriəu/ *n.* an outline of a dramatic work; the script of a film 戏剧的情节；电影的脚本

I really enjoyed reading your script, but I feel that some of the ***scenarios*** do not fit in the storyline very smoothly and probably should be changed.

我真的很喜欢读你的剧本，但是我觉得有些情节跟整个故事的发展不太搭调，可能需要改变一下。

18. scriptwriter /ˈskriptraitə/ *n.* one who writes the text of a play, film, etc. 剧作家；编剧

Many movie companies purchase scripts from professional ***scriptwriters***, and then adapt them for motion pictures.

很多电影公司从职业剧作家那里买下剧本，然后改编成电影。

19. symphony /ˈsimfəni/ *n.* a piece of music for an orchestra, usually having four movements 交响曲

The New York Philharmonic will be performing Beethoven's *9th* ***Symphony*** this Saturday to celebrate the President's 55th birthday.

纽约爱乐交响乐团将在这个星期六演奏贝多芬的《第九交响曲》，以庆祝总统的 55 岁生日。

20. ticket office /ˈtikit ˈɔːfis/ *n.* a place in a theater, concert hall, etc. where tickets are sold; box office 售票处

Jon went up to the window of the ***ticket office***, got the money out to buy the tickets, but was told that they were all sold out.

强走到售票窗口前，拿出钱要买票，却被告知票已全部售完。

Drills

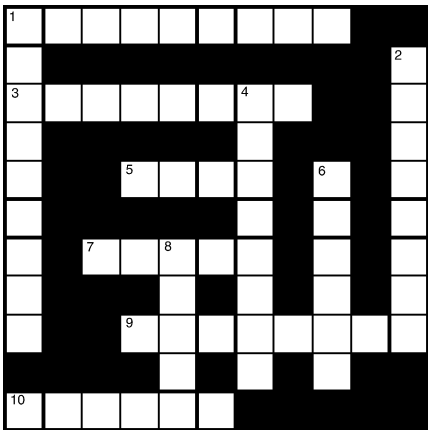
audience	cinema	conductor	periodical	scriptwriter
composer	cue	premiere	celebrity	scenario

1. On weekends _____ around the world are usually packed with moviegoers.
2. Ludwig Von Beethoven, one of the world's most famous _____, was stone-deaf.
3. He scanned the list of _____ before settling on the *Wall Street Journal*.
4. Many _____ are actually anonymous supporters of that charity.
5. Jack wasn't sure what to do, so he took his _____ from the person sitting next to him.

Answers

1. cinemas 2. composers 3. periodicals 4. celebrities 5. cue

Cross Word



Across

1. a famous person
3. a broadcast of news
5. money paid for transportation
7. a piece of writing to be performed by actors
9. the people listening to a speech
10. an artistic dance form of graceful, precise gestures and movements

Down

1. one who directs the playing of a group of musicians
2. a first public presentation
4. an outline of a dramatic work
6. placing in a certain rank, class, etc.
8. to cause to laugh or smile

Answers

Across

1. celebrity　3. newscast　5. fare
7. drama　9. audience　10. ballet

Down

1. conductor　2. premiere　4. scenario
6. rating　8. amuse

Part B

1. **applaud** /əˈplɔːd/ *vt.* /*vi.* to express approval (of) by clapping the hands 鼓掌；赞同

   The audience began to ***applaud*** wildly as the diva finished her heartfelt solo.

   当歌剧中的女主角结束她感人的独唱时，观众开始疯狂地鼓掌。

2. **audition** /ɔːˈdiʃən/ *n.* a hearing to try out a singer actor, etc. 试听；试演

   I just heard they are having ***auditions*** for the musical *Cats*; maybe I can try too.

   我刚听说他们现在正在办《猫》歌舞剧的演员试听会，或许我也可以试试。

3. **broadcast** /ˈbrɔːdkɑːst/ *n.* /*vt.* /*vi.* to transmit by radio or television; to make known over a wide area 广播；宣传

   Her performance will be ***broadcast*** on Channel 20 everyday this week from 8:00 p.m. to 9:30 p.m.

   她的表演会在这个星期每天晚上8点到9点半在20号频道播出。

4. **carnival** /ˈkɑːnivəl/ *n.*(a festival marked by) merrymaking and feasting; a traveling amusement show 狂欢；欢宴；嘉年华会；巡回娱乐表演

   I saw a poster today which says that the ***carnival*** will start this Thursday at the fairgrounds.

   我今天看到一张海报，上面说嘉年华会将在这个星期四在露天市场举办。

5. **choreography** /ˌkɔːriˈɔgrəfi/ *n.* the art of creating and arranging ballets or dances 舞蹈设计；编舞

   Their MTV won so many awards not only because of the song but also because of the outstanding ***choreography***.

   他们的MTV赢了这么多奖项不只是因为歌曲动听，也因为编舞非常出色。

6. **circus** /ˈsəːkəs/ *n.* a traveling show of acrobats, clowns, trained animals, etc. 马戏团

   His gymnastics routine looks more like a ***circus*** act than any rehearsed athletic feat.

   他的体操动作看来比较像是马戏团表演，而不像排练过的体育技巧。

7. **concert** /ˈkɔnsət/ *n.* a public musical performance 音乐会

I have heard that they are putting on a benefit ***concert*** at the Kennedy Center on Saturday night to help fight the war against cancer.

我听说，他们将在星期六晚上在肯尼迪中心举办一场爱心音乐会，来筹募对抗癌症的基金。

8. **critic** /ˈkritik/ *n.* one who forms and expresses judgements, esp. of literary or artistic works; one who finds fault 批评家；评论家；吹毛求疵的人

Despite the ***critic's*** positive review of the movie, the people who have gone to see it don't really like it.

尽管影评人的评价是正面的，但是去看过那部电影的人并不是那么喜欢它。

9. **curtain call** /ˈkəːtən ˌkɔːl/ *n.* the return of the actors to the stage after a performance to acknowledge the audience's applause 谢幕

The actors gave such an outstanding performance that the enthused response from the crowd prompted not one but two ***curtain calls*** after the play.

这些演员的表现非常精彩，在表演结束之后，观众热情的回应促使他们二度出来谢幕。

10. **editorial** /ˌediˈtɔːriəl/ *n.* an article, as in a newspaper, expressing the opinion of its editors or publishers 社论

His specialty was writing scathing ***editorials*** that aggravate and anger everyone who reads them.

他的专长是写能激怒每一个读者的措辞严厉的社论。

11. **finale** /fiˈnɑːli/ *n.* the concluding part esp. of a musical composition 结局；乐曲的最后部分

The fireworks were spectacular, especially during the grand ***finale*** when they shot hundreds of fireworks non-stop for almost ten minutes straight.

烟火非常壮观，特别是当最后的压轴好戏出现时，成千上万的烟火连续发射几乎有 10 分钟之久。

12. **media** /ˈmiːdiə/ *n.* all the means of mass communication (大众传播) 媒体

I don't think the ***media*** today all focused on bad things like killings and robberies instead of anything positive and uplifting.

我并不认为今日的媒体只专注杀人、抢劫之类的坏事，而不报道任何正面或振奋人心的事情。

13. **performance** /pəˈfɔːməns/ *n.* a presentation before an audience; the action or manner of carrying out an activity; the ability of a person or machine to do something well 演出；表现；性能

Michael Crawford's ***performance*** in *The Phantom of the Opera* was widely acclaimed.

迈克尔·克劳福德在《歌剧魅影》一剧中的表现广受好评。

14. **playwright** /ˈpleirait/ *n.* one who writes plays 剧作家

Neil Simon is one of the greatest ***playwrights*** on Broadway, whose works include hits *The Odd Couple* and *The Sunshine Boys*.

尼尔·西蒙是百老汇最伟大的剧作家之一，他的作品包括大受欢迎的《怪夫妻》和《阳光男孩》等。

15. **preview** /ˈpriːvjuː/ *n.* an advance showing, as of a motion picture; a showing of scenes from a movie to advertise it 试映；预告片

This Saturday night they are showing a sneak ***preview*** of *MI*2 at the Chinese Theatre in Hollywood.

这个星期六晚上他们将会在好莱坞的中国戏院非公开试映《碟中谍 2》。

16. **rehearsal** /riˈhəːsəl/ *n.* the act or process of practicing, especially in preparation for a public performance 预演；排练

It is common for the cast of a play to do a dress ***rehearsal*** before the opening of a show.

通常戏剧的演员会在正式开演之前先作一场服装彩排。

17. **screen** /skriːn/ *n.* something that serves to divide, conceal, or protect, as a moveable room partition; the surface on which a picture is projected for viewing; the front glass surface of a television on which pictures appear 隔板；荧幕；荧光屏

During take-off, the plane's projector was jostled, causing the image on the ***screen*** to distort and waver.

在升空时，飞机的发射器受到碰撞，导致荧幕上的影像因而扭曲摇摆。

18. **stunt** /stʌnt/ *n.* an often dangerous act of skill; an action which gains attention, esp. in advertising 特技；噱头

Some mountain climbers pulled the ***stunt*** of climbing up the Empire State Building only to find the police were waiting for them at the top.

几个登山好手拿攀登帝国大厦当特技表演，但是当他们到楼顶的时候，却发现警察就在那里等着他们。

19. theater /ˈθiətə/ *n.* a building for the presentation of motion pictures or dramatic performances 戏院；剧院

One aspect I really don't like about this ***theater*** is that the seats are awfully uncomfortable.

我对这家电影院很不满意的一点是它们的椅子太不舒服。

20. violin /ˌvaiəˈlin/ *n.* any of the modern family of four-stringed musical instruments played with a bow, specifically the smallest and highest-pitched one of this family 小提琴

She plays the ***violin*** so well that she has been offered a job as the concertmaster of the Paris Symphony.

因为她的小提琴拉得非常好，巴黎交响乐团已经邀请她当首席小提琴手。

Drills

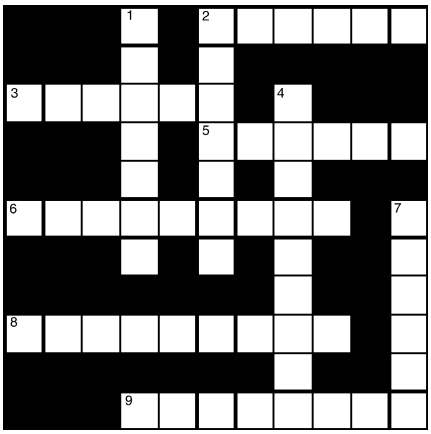
playwright	preview	critic	stunt	screen
performance	editorial	audition	media	broadcast

1. Although the movie will not be released worldwide for another two weeks , tonight the Starlight Cinema is offering a _____.
2. The most spectacular thing about Jackie Chan's movies is that he performs all the _____ himself, many of which are potentially life-threatening.
3. Royal Albert Hall on London's High Oxford street was the setting for the premiere _____ of the National Ballet.
4. Prior to the _____ for the role of King Richard, Steven Scott absorbed as many Shakespeare's plays in one week as he possibly could.
5. Many Chinese students studying abroad found the _____ of this fiasco to be severely censored.

Answers

1. preview 2. stunts 3. performance 4. audition 5. broadcast

Cross Word



Across

2. one who forms and expresses judgements
3. the surface on which a picture is projected for viewing
5. a traveling show of acrobats, clowns, trained animals, etc.
6. the act or process of practicing, especially in preparation for a public performance
8. an article, as in a newspaper, expressing the opinion of its editors or publishers
9. a hearing to try a singer, actor, etc.

Down

1. a building for the presentation of motion pictures or dramatic performances
2. a public musical performance
4. to transmit by radio or television
7. a four-stringed musical instrument that is played with a bow

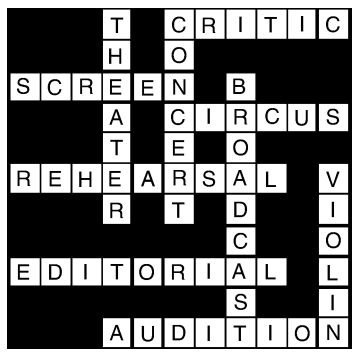
Answers

Across

2. critic　　3. screen　　5. circus
6. rehearsal　　8. editorial　　9. audition

Down

1. theater　　2. concert　　4. broadcast
7. violin



Exercise Five

1. After his clarinet solo, the audience enthusiastically applauded, and when the entire concert ended, he even received a standing ovation.
   (A) cheered him up (B) clapped their hands
   (C) sat down (D) stood up
2. As Jim walked wide-eyed through the carnival, the sticky sweet smell of cotton candy, the sound of laughter, and the flashing neon lights assaulted his senses.
   (A) festivity (B) merry-go-round
   (C) roller coaster (D) channel
3. He refused to acknowledge that he was defeated.
   (A) recognize (B) assign (C) renounce (D) disclaim
4. It is amazing how quickly a small compliment can bring a smile to someone's face.
   (A) praise (B) comment (C) complaint (D) disparagement
5. Adolescent psychologists have said that to criticize your child once does so much damage that it takes ten compliments to balance it out.
   (A) remind (B) judge
   (C) complain about (D) point out the faults of
6. Assuming his spot at the head of the table, the distinguished guest offered a few words of appreciation to all those at the dinner party.
   (A) scandalous (B) celebrated (C) notorious (D) infamous
7. He was not only an eloquent talker but also a very powerful speaker.
   (A) a flowery (B) an elegant (C) a persuasive (D) an ethical
8. Left alone finally, the couple embraced each other passionately.
   (A) kissed (B) embarrassed (C) hugged (D) wept
9. It is proper etiquette not to talk when you have food in your mouth.
   (A) pose (B) eloquence (C) tradition (D) decorum
10. This bank offers loans on very favorable terms enjoy.
    (A) perilous (B) detrimental (C) ferocious (D) advantageous
11. No matter how many times we've talked to the Browns about it, their dog continues to intrude on our yard and mess all our flowers up.
    (A) interfere with (B) infringe upon

(C) enter unwanted (D) go astray

12. Magicians Sigfried and Roy's lavish house was featured in the TV show *Lifestyles of the Rich and Famous*.
(A) extravagant (B) inadequate (C) shabby (D) extreme

13. He is a rather modest person; he never boasts about his achievements.
(A) simple (B) humble (C) modern (D) elegant

14. I am really starting to feel uncomfortable about our neighbor's being so nosy and poking around in our affairs.
(A) snobbish (B) considerate (C) snoopy (D) noisy

15. The cat that sits outside of our window every night meowing is such a nuisance and it's beginning to drive me crazy!
(A) an annoyance (B) a noise
(C) a pet (D) a darling

16. With friendly waiters and prompt service, the restaurant was a local favorite.
(A) promising (B) lavish (C) expensive (D) quick

17. I don't know how these children survive living together, seeing how they fight and quarrel almost non-top over every little difference they have.
(A) bite (B) converse (C) chat (D) squabble

18. It is amusing to watch the two babies play together, especially when one of them has the toy that the other one wants to play with.
(A) amazing (B) funny (C) incredulous (D) beguiling

19. It is so hot out here that my mouth is constantly parched.
(A) barren (B) parceled (C) dry (D) saturated

20. Unfortunately, the young antelope was no match for the pack of ravenous hyenas.
(A) rendezvous (B) rapacious (C) wild (D) raging

Answers

1. B	2. A	3. A	4. A	5. D
6. B	7. C	8. C	9. D	10. D
11. C	12. A	13. B	14. C	15. A
16. D	17. D	18. B	19. C	20. B

Unit 16

Sports & Recreational Activities
运动及休闲活动

Part A

1. **aerobics** /ɛəˈrəubiks/ *n.* exercises that condition the heart and lungs by increasing efficient intake of oxygen by the body 有氧运动

   They are starting a free ***aerobics*** class at the community recreation center during the afternoon for housewives who want to get more exercise but can't find the time at night.

   他们将在下午的时间于社区活动中心为那些想要运动却无法在晚上抽出时间的家庭主妇们开办一堂免费的有氧运动课。

2. **coach** /kəutʃ/ *n.* an instructor or trainer 教师；教练

   Our ***coach*** must be the most heartless man in the world because he made us run three miles outside in the freezing cold with no break.

   我们的教练一定是全世界最没有良心的人，天寒地冻的，他居然强迫我们到外面连续跑了 3 英里，连口气都没得喘。

3. **compete** /kəmˈpiːt/ *vi.* to strive to outdo another or others in a contest 竞争；比赛

   Whether it is in sports or grades, he loves to ***compete*** with others.

   不管是在运动方面或在成绩方面，他都喜欢与别人竞争。

4. **defeat** /diˈfiːt/ (1) *n.* a defeating or being defeat 失败；击败 (2) *vt.* to win victory over 战胜；战败

   In ancient Rome, when gladiators battled in the coliseum, ***defeat*** sometimes meant death.

   在古罗马时代，斗士们在竞技场上搏斗时，失败有时就意味着死亡。

5. **fitness** /ˈfitnis/ *n.* the quality of being suitable; the state of being physically fit 适合；恰当；身体健康

In the health conscious Nineties, physical ***fitness*** was a big concern.
在健康意识抬头的 90 年代，身体健康是人们关注的重点。

6. **gym** /dʒim/ *n.*(short for "gymnasium") a room or building equipped for physical training and sports 健身房；体育馆

I'm going to the ***gym*** tonight to work out and swim.
我今晚要到体育馆做健身运动并游个泳。

7. **league** /liːg/ *n.* a group of teams organized to play one another; an association of nations, groups, etc. for promoting common interest 联盟；同盟

The ***league*** has once again emphasized that using illicit drugs is strictly prohibited and will result in penalties, including being banned permanently.
联盟再一次强调使用非法药品是绝对禁止的，使用者将遭处罚，包括永远禁止参赛。

8. **marathon** /ˈmærəθən/ *n.* a race on foot, 26 miles and 385 yards in length; any endurance contest 马拉松；耐力比赛

He is in such good shape because he runs ***marathons*** almost on a weekly basis.
因为他几乎每个星期都跑马拉松，所以他的体能状态好得不得了。

9. **mountaineering** /ˌmauntiˈniəriŋ/ *n.* the sport of climbing mountains 登山运动

Jeff is much more into ***mountaineering*** than I am, even though we both live by the Alps.
虽然我们都住在阿尔卑斯山旁，但杰夫比我还要热衷于爬山。

10. **participate** /pɑːˈtisipeit/ *vi.* to take part or have a share in an activity or event 参与；参加

Joseph really needs to ***participate*** more in the other kids' activities to make friends.
乔瑟夫真的必须更积极参与其他孩童的活动才能交到朋友。

11. **recreation** /ˌrekriˈeiʃən/ *n.*(a form of) amusement and enjoyment; way of spending free time 娱乐；消遣

Lately I've been volunteering as a basketball coach for middle school students at the ***recreation*** center.
最近我自愿在活动中心担任中学生的篮球教练。

12. **relaxation** /ˌriːlækˈseiʃən/ *n.* the act of making or becoming less stiff or severe; rest and amusement 松弛；缓和；休息；娱乐

Bungee jumping and sky diving are not my ideas of ***relaxation***.
高空弹跳和高空跳伞对我而言并不是所谓的"放松"活动。

13. **rigor** /ˈrigə/ *n.* strictness or severity; a trying condition; hardship 严格；严苛；艰苦

He enjoyed the ***rigor*** of marathons and that was why he won the race.
他喜欢马拉松赛跑的严苛考验，那也是他为什么会赢得这个比赛的原因。

14. **soccer** /ˈsɔkə/ *n.* a game in which two 11-member teams seek to propel the ball into the opposing team's goal by kicking it or by using any part of the body except the arms and hands 足球

Soccer is relatively new to Asia; in Europe it is the hottest sport.
相对而言，足球对亚洲来说是新兴运动，在欧洲它却是最受欢迎的运动。

15. **stadium** /ˈsteidiəm/ *n.* a large structure as for football or baseball, with tiers of seats for spectators 体育场

They are going to build a new ***stadium*** and will name it after the president.
他们将盖一座新体育场，并以总统的名字命名。

16. **stroll** /strəul/ *vt. /vi.* to walk at a leisurely pace 散步；闲逛

It's a beautiful night; let's ***stroll*** through the park.
今晚夜色很美，我们到公园走走吧。

17. **surrender** /səˈrendə/ *vt. /vi.* to give up or give in to the power (esp. of an enemy), as a sign of defeat; to give up possession or control of (向敌人) 投降；放弃

He is so determined to win that he will never ***surrender*** or give up as long as there is still hope.
他下定决心追求胜利，只要还有希望，就绝对不会投降或放弃。

18. **time-out** /ˈtaimˈaut/ *n.* any temporary suspension of play during a game 暂停

Down by two points with a few seconds left on the clock, the coach decided to call a ***time-out***.

在终场前几秒仍然落后两分，教练决定叫暂停。

19. trophy /ˈtrəufi/ *n.* a prize given for winning a race, competition, etc., esp. a cup; something taken or gained after much effort, esp. in war or hunting 奖品；奖杯；战利品

His room is filled with the ***trophies*** that he has won over the years.

他的房间里摆满了多年来获得的奖杯。

20. usher /ˈʌʃə/ *n.* one who shows people to their seats in a theater, church, etc. 引座员；招待员

You follow the ***usher*** to our seats, and I will go get some drinks and popcorn.

你跟着领位员到我们的位子，我去买些饮料和爆米花。

Drills

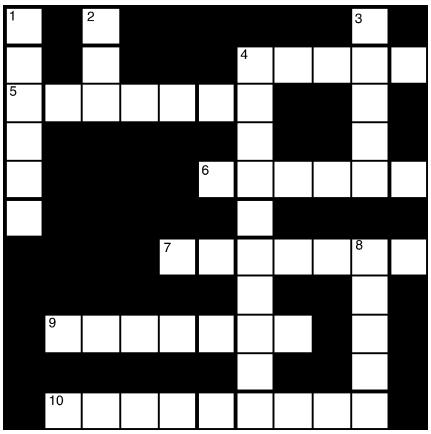
defeat	mountaineering	trophy	participate	stadium
time-out	surrender	rigor	relaxation	coach

1. It was unwise for them to take their last _____ when they had so much time left to play in the game.
2. Banff National Park in Canada's Rockies is home to one of the world's most demanding _____ schools.
3. When I feel stressed, the _____ techniques I have learned from a Zen master always bring welcome relief.
4. The new baseball _____ can seat over 100,000 people.
5. People there have to suffer the _____ of a long, cold winter every year.

Answers

1. time-out 2. mountaineering 3. relaxation 4. stadium 5. rigor

Cross Word



Across

4. strictness or severity
5. to strive to outdo another in a contest
6. a price given from winning a race, etc.
7. a large structure as for football or baseball
9. exercises that help to increase oxygen intake
10. to give up possession or control of

Down

1. a kind of football played by kicking a round ball into the opposing team's goal
2. a building for sports
3. an instructor or trainer
4. amusement and enjoyment
8. one who shows people to their seats

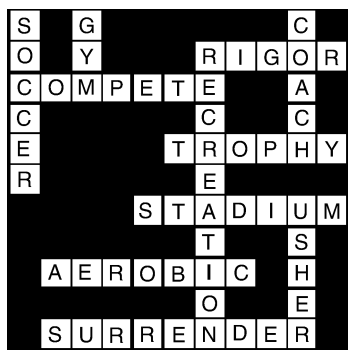
Answers

Across

4. rigor　5. compete　6. trophy
7. stadium　9. aerobic　10. surrender

Down

1. soccer　2. gym　3. coach
4. recreation　8. usher



Part B

1. **billiards** /ˈbiljədz/ *n.* a game played with hard balls moved by a cue on a table with raised, cushioned edges 撞球

   A game of pool is called ***billiards*** in England.

   “撞球”在英国叫做“桌球”。

2. **combative** /ˈkɔmbətiv/ *adj.* ready and eager to fight or argue 好战的；好斗的

   What makes him such a good football player is his unrelenting ***combative*** nature.

   使他成为一个好足球队员的原因正是他冷酷无情的好战天性。

3. **default** /diˈfɔːlt/ (1) *n.* failure to perform a duty; failure to appear 违约；弃权 (2) *vt.* /*vi.* to fail to fulfill a contract, duty, etc 不履行（契约书）

   If John doesn't show up soon, he is going to lose the competition by ***default***.

   如果约翰不赶快出现，他将会被视为弃权而输掉比赛。

4. **defense** /diˈfens/ *n.* the act or process of guarding or protecting against attack 保护；防卫

   In American football, just like in all other ball games, the ***defense*** is as important as the offense.

   美式足球就像其他所有球类比赛一样，防守和进攻同等重要。

5. **forfeit** /ˈfɔːfit/ (1) *n.* a fine or penalty; what must be lost because some agreement or rule has been broken 罚款；丧失 (2) *vt.* to lose or be deprived of 丧失；被没收

   Upon seeing that our basketball team didn't have enough players to fill the lineup, the referee declared the game a ***forfeit***.

   看到我们的篮球队没有足够的球员下场，裁判判定我们丧失比赛资格。

6. **intensity** /inˈtensiti/ *n.* great energy, strength, concentration, etc. as of activity, thought, or feeling 强度；强烈

   Although off the court he is a really nice guy, Karl Malone plays with an ***intensity*** that often intimidates other players.

   虽然在球场外他是个大好人，可打起球来卡尔·马龙经常是威势惊人。

7. **leisure** /ˈleʒə/ *n.* time when one is free from work or duties; free time 空闲；闲暇时间

In my ***leisure*** time, I like to work out in the gym and then come home and sleep.
有空闲时，我喜欢去健身房做运动，然后回家大睡一觉。

8. **massage** /ˈmæsɑːʒ/ *n.* (an act of) pressing and rubbing parts of the body to aid circulation or to relax the muscles 按摩；揉捏

A nice ***massage*** can help you relax.
舒适的按摩可以帮助你放松。

9. **muscle** /ˈmʌsl/ *n.* a tissue composed of fibers that can be contracted and expanded to produce bodily movement; strength or power 肌肉；力量

I ran so many miles yesterday that the ***muscles*** in my legs are killing me now.
我昨天跑了好几英里，所以现在腿部肌肉疼痛不已。

10. **pastime** /ˈpɑːstaim/ *n.* something done to pass one's time in a pleasant way 娱乐；消遣

His only ***pastime*** is sitting at home and reading books.
他的唯一消遣是坐在家里看书。

11. **referee** /ˌrefəˈriː/ *n.* an official who enforces the rules in certain sports contests; a person who is asked to settle a disagreement 裁判员；仲裁者

They would have won the game if the ***referee*** had been fair enough.
如果当时裁判够公正的话，他们就会赢得那场比赛。

12. **replacement** /riˈpleismənt/ *n.* someone or something that takes the place of another; substitution 代替的人或物

Now that Rick is injured, we will have to find a suitable ***replacement*** for him.
既然瑞克受了伤，我们就得找到一个合适的人来替换他。

13. **runner-up** /ˈrʌnəˈʌp/ *n.* a person or team that finishes second in a contest 第二名；亚军

He was the ***runner-up*** in that rigorous marathon race.
在那场严峻的马拉松比赛中，他赢得了亚军。

14. **spectator** /spekˈteitə/ *n.* a person who watches an event or sport without taking part 观众；旁观者

As a ***spectator*** only, Michael Jordan has a hard time watching the Chicago Bulls play.

身为观众不能下场，只能看着芝加哥公牛队打球，迈克尔·乔丹简直坐立难安。

15. **stretch** /stretʃ/ *vt.* /*vi.* to reach out; to draw out to full extent; to extend the body or limbs to full length 伸张；伸开；伸展

The best way to prepare for a competition is a warm-up by ***stretching*** out all of your muscles.

为比赛做准备的最好方式就是伸展你的全身肌肉做做暖身运动。

16. **surfing** /ˈsəːfiŋ/ *n.* the sport of riding in toward shore on the crest of a wave esp. on a surfboard 冲浪

I love ***surfing*** in Hawaii because the waves are high and the water is warm.

我喜欢在夏威夷冲浪，因为浪头很高，且海水很温暖。

17. **tactic** /ˈtæktik/ *n.* (often *pl.*) a plan or method that is intended to gain a desired result (常用复数) 战略；策略

The loss today makes me question the coach's ***tactics***.

今天的失败让我怀疑教练的战略技巧。

18. **tournament** /ˈtuənəmənt/ *n.* a series of contests in competition for a championship 比赛；锦标赛

The historic tennis ***tournament*** at Wimbledon is played on courts of grass.

历史悠久的温布尔登网球赛是在草皮场地上打的。

19. **umpire** /ˈʌmpaiə/ *n.* an official who administers the rules in certain sports; a person chosen to judge a dispute 裁判；仲裁

On the baseball field, whatever the ***umpire*** says stands and there is no use arguing.

在棒球场上，不管裁判说什么都成立，怎么抗议都是无效的。

20. **volleyball** /ˈvɔlibɔːl/ *n.* a team game played by hitting a ball back and forth over a net with hands while attempting to score by grounding the ball on the opposing team's court 排球

Our high school's girl ***volleyball*** team was ranked number one in the nation last year.

我们的高中女子排球队去年是全国第一名。

Drills

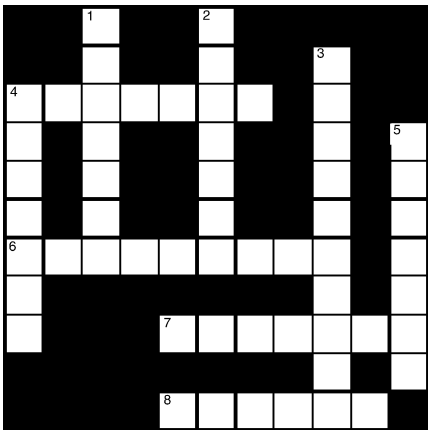
replacement	default	stretch	tournament	massage
pastime	combative	intensity	umpire	fitness

1. Susan was declared the winner by _____, after her opponent failed to show up for the match.
2. We will need to find a _____ for Jack because he is not coming back to work.
3. Baseball, Americans' favorite _____, has been losing popularity steadily over the last few years.
4. "Strike!" the _____ yelled as the ball thudded into the catcher's mitt.
5. I think that a therapeutic _____ is really the only option when seeking relief from a deep muscle cramp.

Answers

1. default 2. replacement 3. pastime 4. umpire 5. massage

Cross Word



Across

4. to draw out to full extent
6. great concentration, strength, etc.
7. pressing and rubbing the body to relax the muscles
8. a body tissue composed of fibers that can be contracted and expanded

Down

1. to lose or be deprived of
2. methods intended to gain a desired result
3. a team game played by hitting a ball back and forth over a net with hands
4. the sport of riding in toward shore on the crest of a wave
5. an official who enforces the rules in certain sports contests

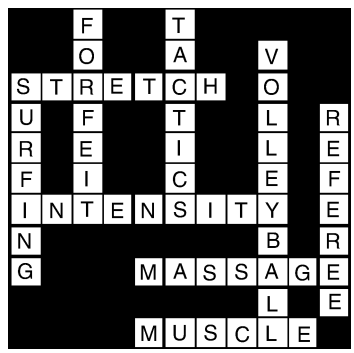
Answers

Across

4. stretch　　6. intensity　　7. massage
8. muscle

Down

1. forfeit　　2. tactics　　3. volleyball
4. surfing　　5. referee



Unit 17

Medicine & Insurance
医疗及保险

Part A

1. **alleviate** /ə'liːvieit/ *vt.* to reduce pain, suffering, etc.; to lessen or relieve 减轻；缓和

   Aspirin helps to ***alleviate*** the pain brought on by headaches.
   阿司匹林可以帮助减轻头痛带来的痛苦。

2. **bacteria** /bæk'tiəriə/ *n.* (plural of bacterium) very small, sometimes parasitic, unicellular organisms, some of which cause disease 细菌

   When visiting foreign countries, be sure to filter or boil the water to avoid ingesting ***bacteria*** that could make you sick.
   到外国玩的时候，一定要将水过滤或煮沸，以免吃进致病细菌。

3. **collision** /kə'liʒən/ *n.* the act of crashing; a clash or conflict 碰撞；抵触；冲突

   Princess Diana was killed in an automobile ***collision*** in France.
   戴安娜王妃在法国因撞车丧生。

4. **compensation** /ˌkɔmpən'seiʃən/ *n.* something (esp. money) given as a way of payment for some lost, damage, etc.; recompense 补偿；赔偿；报偿

   The accident left him confined to a wheel chair for the rest of his life; I don't think any monetary ***compensation*** can make up for it.
   那场意外使他终身必须坐轮椅，我觉得没有任何金钱赔偿能弥补他的损失。

5. **contagious** /kən'teidʒəs/ *adj.* (of a disease) that can be passed from one person to another by touch 接触传染的

His illness is severe, but the doctor assured us that it is not ***contagious***.
他的病很严重，但是医生跟我们保证，这病是没有传染性的。

6. **crash** /kræʃ/ *n.* a violent vehicle accident; a collision; a sudden loud noise, as of something being violently smashed or struck 相撞；碰撞；突然发出的巨响（如打碎、撞击等）

Because of the ***crash*** of her friend's plane into the mountain, she said she will never fly again.
因为她的朋友坐的飞机撞山，她说她将永远不再坐飞机。

7. **emergency room** /iˈmərːdʒənsi ruːm/ *n.* a hospital area equipped and staffed for the prompt treatment of acute illness, trauma, etc. 急诊室

The ***emergency room*** is always crowded during the New Year holidays because even people with simple colds would come here for help.
春节期间急诊室总是挤满了人，因为连只是患普通感冒的人都会到这里求助。

8. **expiration date** /ˌekspaiəˈreiʃən deit/ *n.* the last date that a product, as food, should be used before it is considered spoiled or ineffective, usually specified on the label or package 有效期限

Check the ***expiration date*** before you drink that milk to make sure it hasn't gone bad yet.
在你喝牛奶之前，查一下有效日期看它坏了没有。

9. **general hospital** /ˈdʒenərəl ˈhɔspitl/ *n.* a hospital not limited to any special field of medicine 综合医院

Elise decided not to go to the ***general hospital*** because her illness required a specialist.
伊利丝决定不去综合医院，因为她的病需要看专科医生。

10. **immune** /iˈmjuːn/ *adj.* exempt from or protected against; resistant to a specific disease 免除……的；豁免的；免疫的

If a child is injected with the polio vaccination, he/she will hopefully become ***immune*** to the disease.
如果一个小孩注射了小儿麻痹疫苗，他/她将可望对此疾病免疫。

11. **infection** /inˈfekʃən/ *n.* invasion of a bodily part by pathogenic microorganisms 感染

Because of the ***infection*** in your kidney, you have to take these antibiotics and

drink lots of water.
因为你的肾脏受到了感染，你必须服用这些抗生素并多喝水。

12. **investigator** /inˈvestigeitə/ *n.* one who tries to find out more information about something 调查员

An ***investigator*** has been sent to make sure that the claim is legitimate and that there is no possibility of fraud.
一个调查员已被派来确定这个请求合法并且没有诈骗之可能。

13. **mandatory** /ˈmændətəri/ *adj.* authoritatively ordered; compulsory; obligatory 命令的；强制的；义务的

In order to go through the application process at many universities, an SAT score is ***mandatory***.
要通过许多大学里的申请，SAT 成绩是必备的。

14. **option** /ˈɔpʃən/ *n.* the right of choosing; freedom to choose something available as a choice 选择权；选择之自由；可选择的东西

From the things he has said, I don't think he has left us any other ***option*** but to sue him for the damages done.
照他所说的话来看，我认为除了控告他所造成的伤害之外，我们别无选择。

15. **outpatient** /autˈpeiʃənt/ *n.* a patient who receives treatment at a hospital without being hospitalized 门诊病人

The surgery to repair my broken arm was done on an ***outpatient*** basis and I left the hospital three hours after the start of the operation.
接合我的断臂的手术是以门诊的方式进行的，我在手术开始后 3 个小时就离开医院了。

16. **premium** /ˈprimjəm/ *n.* a reward or prize; an additional amount paid or charged; an amount paid, often in installments, for an insurance policy 奖品；额外费用；保费

Every time you get a ticket or are involved in a car accident, your insurance ***premium*** goes up. 每次你收到罚单或出车祸，你的保费都会提高。

17. **severe** /siˈviə/ *adj.* rigidly accurate and demanding; unsparing and harsh in treating others; serious; grave; intense 严苛的；严格的；严重的

His fall was so ***severe*** that he went unconscious for a long time.
他摔得非常重，因此昏厥过去很久一段时间。

18. **stroke** /strəuk/ *n.* a sudden loss of consciousness with paralysis, caused by a cerebral hemorrhage, blood clot, etc.; apoplexy 脑血管破裂或阻塞；中风

Because both his father and grandfather suffered serious ***strokes***, he is afraid that he might have one, too.

因为他的父亲和祖父都有严重中风，他很担心自己也可能会中风。

19. **terms** /tə:mz/ *n.* the conditions of an agreement, contract, etc.; the stated conditions concerning payment, prices, etc. 条文；条款；付款条件；价钱

If you agree to the ***terms*** outlined in the contract, please sign below on the dotted line.

如果你同意合约上的条文，请在下方虚线上签名。

20. **vital** /ˈvaitl/ *adj.* very necessary; of the greatest importance; essential to life; full of life; crucial; energetic; crucial 非常必要的；极其重要的；生死攸关的；生气勃勃的

The patient went into a cardiac arrest and his ***vital*** signs began to drop.

病人的心脏突然停止跳动，而且生命迹象开始消失。

Drills

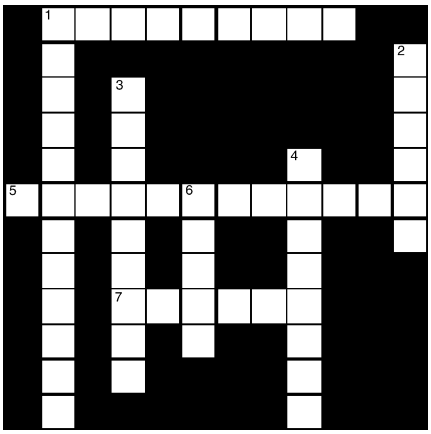
mandatory	infection	premium	contagious	expiration date
alleviate	stroke	outpatient	immune	collision

1. Because of his age and his poor driving record, Bill's auto insurance _____ was ridiculously high.
2. My grandfather suffered a _____ that left the left side of his body paralyzed.
3. John did not realize that the _____ on his medical insurance has long past, and so his hospital stay left him with unwelcome costs.
4. Indigenous snake handlers along India's southern coast often become _____ to deadly venom as a result of the small bites they sustain year after year.
5. We all know that measles is a highly _____ disease.

Answers

1. premium 2. stroke 3. expiration date 4. immune 5. contagious

Cross Word



Across

1. the act of crashing
5. one who tries to find out more information about something
7. resistant to a specific disease

Down

1. something given as a way of payment for something lost
2. unsparing and harsh in treating others
3. invasion of a bodily part by pathogenic microorganisms
4. very small unicellular organisms, some of which cause diseases
6. the conditions of an agreement

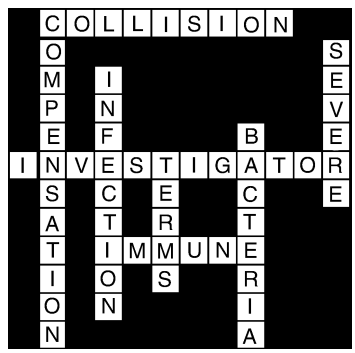
Answers

Across

1. collision　　5. investigator　　7. immune

Down

1. compensation　　2. severe　　3. infection
4. bacteria　　6. terms



Part B

1. **antibiotic** /ˌæntibaiˈɔtik/ *n.* any of various substances, such as penicillin and streptomycin, produced by certain fungi, bacteria, and other organisms, that inhibit the growth of or destroy microorganisms and are widely used to prevent and treat diseases 抗生素

   The ***antibiotic*** penicillin has been used to fight various bacterial infections, such as a staph infection.

   抗生素盘尼西林已被用来对抗各种细菌感染，如葡萄球菌感染。

2. **claim** /kleim/ *n.* demand or request for something which one has a right to have; a statement that something is true or real 要求；声称

   It was two weeks after the accident before he filed a ***claim*** for damages to his car.

   在车祸发生后两个星期他才提出车子损坏的赔偿要求。

3. **commission** /kəˈmiʃən/ *n.* money paid to a salesman or agent for services rendered 佣金

   Car salesmen work on ***commission*** and thus act as if they were your best friends in order to sell you a car.

   车辆推销员靠佣金赚钱，所以他们表现得好像是你最好的朋友，为的是把车子卖给你。

4. **comprehensive** /ˌkɔmpriˈhensiv/ *adj.* including a lot or everything; large in scope or content 全面的；广泛的

   They are going to do a ***comprehensive*** test to determine the exact cause of his illness.

   他们将做一次全面的检查，以便判断导致他患病的确切原因。

5. **coverage** /ˈkʌvəridʒ/ *n.* the extent or degree to which something is observed, analyzed, and reported; the amount of protection given by insurance 报道范围；保险范围

   I don't know if the ***coverage*** of my insurance includes as much as that of yours.

   我不知道我的保险涵盖的项目是不是跟你的保险一样多。

6. **diagnose** /ˈdaiəgnəuz/ *vt.* /*vi.* to discover the nature of a disease or fault

by making a careful examination 诊断（疾病）；判断（问题）

Because the symptoms resemble many different illnesses, it is hard to ***diagnose*** what exactly is wrong with him at this point.

因为他的症状类似很多不同的疾病，目前很难诊断出他究竟患的是什么病。

7. **excruciating** /ikˈskruːʃieitiŋ/ *adj.* intensely painful or distressing; intense or extreme 极痛苦的；极度的

He said that after he had his surgery, he had the most ***excruciating*** pain that he had ever felt in his entire life.

他说，在手术后他所感受到的痛苦是他一辈子没有经历过的。

8. **fraud** /frɔːd/ *n.* deliberate deception for unfair or unlawful gain; a swindle or trick; an imposter 诈骗；骗局；骗子

Many people get caught and arrested for insurance ***fraud***.

有很多人因诈骗保险金被逮捕。

9. **handicap** /ˈhændikæp/ *n.* a physiological or mental deficiency that prevents or restricts normal achievement; any condition or situation likely to cause disadvantage or difficulty; any hindrance 残障；不利条件；障碍

When applying for a driver's license, wearing eyeglasses or corrective lenses of any kind is considered a type of ***handicap***.

申请驾照时，戴眼镜或任何矫正视力的镜片都被视为一种残障。

10. **indemnity** /inˈdemniti/ *n.* insurance against damage or loss; repayment for damage or loss 损害保障；损害赔偿

In accordance with the 1871 *Treaty of Versailles*, France was forced to pay a large ***indemnity*** and accept German occupation.

根据 1871 年的《凡尔赛条约》，法国被迫付大笔的损害赔偿金并接受德国的占领。

11. **intensive care unit** /inˈtensiv ˈkɛə ˌjuːnit/ *n.*(= ICU) a hospital unit where very attentive care is given to patients right after surgery 加护病房

After the severe heart attack, Jerry was in the ***intensive care unit*** for two days fighting for his life.

那次严重的心脏病发作后，杰瑞在加护病房待了两天，跟死神搏斗。

12. **liable** /laiəbl/ *adj.* legally bound or responsible; likely to ; subject to 有义务的；应负责的；易于……的；倾向于……的

The insurance company found the driver ***liable*** for the damage done to his neighbor's car.

保险公司发现，这个司机必须对邻居车子的损害负责。

13. **nutrition** /nju:ˈtriʃən/ *n.* the process of giving or getting food; anything that gives what is needed in order to live, grow, and stay healthy 营养之供给或摄取；营养

Proper ***nutrition*** can prevent illnesses and give you more energy.

适当的营养可以预防疾病，并带给你更多活力。

14. **organ donor** /ˈɔ:gən ˌdəunə/ *n.* one who gives part of his/her body to be put into someone else for medical purposes 器官捐赠者

You can indicate on this card whether or not you want to be an ***organ donor*** after you die.

你可以在这张卡片上注明你是否愿意在死后捐出器官。

15. **pharmaceutical** /ˌfɑ:məˈsju:tikəl/ *adj.* connected with (the making of) medicine 制药的；药品的

We will be receiving a new shipment of Tylenol from the ***pharmaceutical*** company at the end of the week.

我们将会在这个周末收到从药品公司寄来的一批新的 Tylenol（止痛药名）。

16. **purification** /ˌpjuərifiˈkeiʃən/ *n.* the act or process of making pure 洗净；净化

Water ***purification*** is one way to protect people from harmful bacteria.

净化水质是保证人们不受有害细菌伤害的一种方法。

17. **side effect** /said iˈfekt/ *n.* any effect of a drug, chemical, or other medicine that is in addition to its intended effect, esp. an effect that is harmful or unpleasant; any accompanying or consequential and usually detrimental effect（药物等之）副作用

His organ transplant went smoothly, but we still need to wait and see if there are going to be any ***side effects***.

他的器官移植手术非常成功，但是我们仍需要等待一段时间才能知道是否会

有任何副作用产生。

18. **surgery** /ˈsəːdʒəri/ *n.* the treatment of disease, injury, etc. by manual or instrumental operations（外科）手术

The technology and equipment used to perform ***surgery*** today are much more advanced than those of a few decades ago.

今日外科手术所使用的科技和设备比几十年前进步多了。

19. **trauma** /ˈtrɔːmə/ *n.* a bodily injury; an emotional shock, often having a lasting psychic effect 外伤；心灵的伤

The worse part of the whole accident was the emotional ***trauma*** that it placed on the two people and their families.

整件意外最糟的部分是这两个人和他们家人所承受的心灵创伤。

20. **waive** /weiv/ *vt.* to give up（a right, legal claim, etc.）放弃；弃权

You need to sign here if you want to ***waive*** your right.

如果你愿意放弃你的权利，你必须在这里签名。

Drills

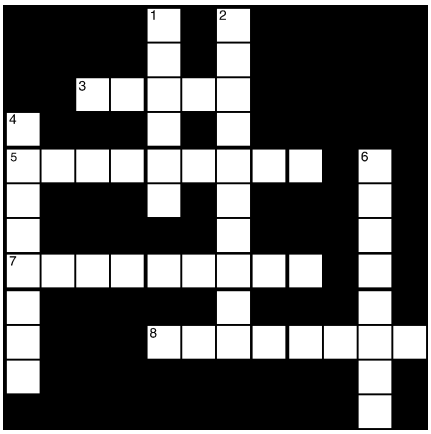
purification	comprehensive	indemnify	liable	handicap
diagnose	antibiotic	trauma	waive	intensive care unit

1. The doctor gave me several _____ to take, so I guess it wasn't just a normal cold.
2. The teacher announced that the upcoming final would be _____, covering everything we had studied this semester.
3. You are _____ for the safety of everyone in your car when you are driving.
4. My doctor in Africa had an innate ability to _____ rare diseases.
5. When patients need to be intubated because of their inability to breath, the _____ is the only hospital ward that can help them.

Answers

1. antibiotics 2. comprehensive 3. liable 4. diagnose 5. intensive care unit

Cross Word



Across

3. a demand for something which one has a right to have
5. insurance against damage or loss
7. the process of giving or getting food
8. a physiological or mental deficiency

Down

1. an emotional shock
2. money paid to a salesman or agent for services rendered
4. to discover the nature of a disease
6. the amount of protection given by insurance

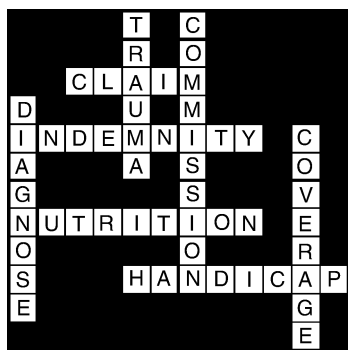
Answers

Across

3. claim　　5. indemnity　　7. nutrition
8. handicap

Down

1. trauma　　2. commission　　4. diagnose
6. coverage



Unit 18

Housing 住房

Part A

1. **appliance** /əˈplaiəns/ *n.* an apparatus, instrument, or tool for a particular purpose, esp. an electrical machine that is used in the house 设备；器具；工具；家用电器

   Gil was glad that he and Sheri were given so many kitchen ***appliances*** as wedding gifts.

   吉尔很高兴他和雪丽收到这么多厨房家用电器当结婚礼物。

2. **burglar** /ˈbəːglə/ *n.* a thief who breaks into houses, shops, etc. with the intention of stealing, esp. during the night 窃贼；夜间入屋行窃的小偷

   Last night the police caught the ***burglar*** who broke into all of our apartments.

   警察昨晚逮捕到偷遍了我们附近所有公寓的窃贼。

3. **community** /kəˈmjuːniti/ *n.* a group of people living together and/or united by shared interests, religion, nationality, etc. 社区

   The main reason we moved here is that this ***community*** seems to be a nice place and the neighbors are friendly.

   我们搬到这里最主要的原因是这个社区似乎是一个很美好的地方，邻居们都很和善。

4. **electronics** /iˌlekˈtrɔniks/ *n.* the science dealing with the development and application of devices and systems involving the flow of electrons in a vacuum, in gaseous media, and in semiconductors 电子学

   Thanks to the progress made in ***electronics***, now every household in America has so much convenient equipment.

由于在电子学方面的进步，如今美国的每个家庭都拥有许多的电器用品。

5. **fire extinguisher** /ˈfaiə ikˈstiŋgwiʃə/ *n.* a smallish metal container with water or chemicals inside for putting out a fire 灭火器

I just bought two new ***fire extinguishers***, one for the kitchen and one for the garage.
我刚买了两个新的灭火器，一个厨房用，一个车库用。

6. **furniture** /ˈfəːnitʃə/ *n.* moveable articles such as beds, chairs, tables, etc. that are placed in a house 家具

Your new ***furniture*** makes the ambience of the room so different.
你的新家具使房间的气氛大为改观。

7. **garbage disposal** /ˈgɑːbidʒ disˈpəuzəl/ *n.* an electrical device in the drain of a sink, for grinding up garbage to be washed down the drain 垃圾处理机

When we bought this house, we had a ***garbage disposal*** installed in order to reduce the amount of garbage.
当我们买这栋房子时，我们就安装了垃圾处理机以减少垃圾量。

8. **landlord** /ˈlændlɔːd/ *n.* one who owns and leases land, house, etc. to others 地主；房东

If you're not happy with the leaking tap, just call the ***landlord*** and have him fix it.
如果你不满意水龙头漏水，就打电话给房东，要他来修。

9. **laundry** /ˈlɔːndri/ *n.* a place or business where clothes, etc. are washed and ironed; clothes, etc. that need to be washed or have been washed and ironed 洗衣店；要洗或已经洗好的衣物

Why is there dirty ***laundry*** all over your bedroom floor every time I come in here?
为什么每次我到这儿来都会看到你卧室地板上到处堆满了脏衣服呢？

10. **lease** /liːs/ (1) *n.* a contract by which a landlord rents land, buildings, etc. to others for a specified time 租约 (2) *vt.* to give or take the use of on a lease; to rent or hire 出租；租用

You can ***lease*** a new car if you don't have the budget to purchase one.
如果你没有预算金额可以买的话，你可以去租一辆新车。

11. **mattress** /ˈmætris/ *n.* a pad of heavy cloth filled with soft material, used on a bed 床垫

It's important to select a ***mattress*** that provides excellent back support.

选择能提供背部最佳支撑的床垫非常重要。

12. **mortgage** /ˈmɔːgidʒ/ *n.* a legal pledge of property to a creditor as security for the payment of a loan or debt 抵押贷（借）款

Our main expense each month is the ***mortgage*** payment that exceeds $1,500 a month.

我们每个月最大的一笔支出就是超过1500美金的房子抵押贷款。

13. **ornament** /ˈɔːnəmənt/ *n.* something that is added to make something else more beautiful; decoration; embellishment 装饰（品）

Why don't you and the children hang the ***ornaments*** on the Christmas tree while I cook dinner?

你和孩子们何不在我做晚餐时把装饰品挂到圣诞树上呢？

14. **plumbing** /ˈplʌmiŋ/ *n.* the pipes and water supply system in a building 水管设施

The ***plumbing*** in the house has many problems, such as clogged drains and leaking taps.

家里的水管设施有很多问题，例如堵塞的排水管和漏水的水龙头。

15. **possession** /pəˈzeʃən/ *n.* the state of having, holding, or owning something; a piece of personal property 所有；个人财产

I put all of my valuable ***possessions*** in the safe, which is hidden behind the books in the bedroom.

我把所有贵重的物品都放在保险箱里，而保险箱则藏在卧室图书的后面。

16. **real estate** /riːl iˈsteit/ *n.* property in the form of land and houses 不动产

Though the local market had its share of fluctuation, lately ***real estate*** prices were high and holding.

虽然当地市场有所波动，但最近不动产的价格却居高不下。

17. **renovate** /ˈrenəveit/ *vt.* to put back into good condition by repairing, rebuilding, etc.; to restore 更新；修复；恢复

Jan loved the idea of buying the old barn, ***renovating*** it, and turning it into a modern home.

简非常喜欢这个将老旧的谷仓买下来，重新装修，然后把它变成一所现代化的房子的主意。

18. **rural** /ˈrurəl/ *adj.* of or pertaining to the country, as opposed to the city 乡下的；田园的

Since I have lived in New York for most of my life, it is going to take me a little while to get used to ***rural*** life here on the farm.

因为我已经在纽约度过了大半辈子，要适应此地农场上的乡村生活将需要一段时间。

19. **suburb** /ˈsʌbəːb/ *n.*(often *pl.*) an outer area of a city or town, where people live（常用复数）郊区；近郊

Nowadays more and more people are moving into the ***suburbs***, where there is less pollution.

现今越来越多的人搬到郊区，因为那儿污染较少。

20. **urban** /ˈəːbən/ *adj.* of, in, or constituting a city; characteristic of cities 都市的；都市式的

Since relocating from Idaho to New York, he has been struggling to get accustomed to the fast-paced ***urban*** lifestyle.

从爱达荷州搬到纽约后，他一直很努力地去适应快节奏的都市生活方式。

Drills

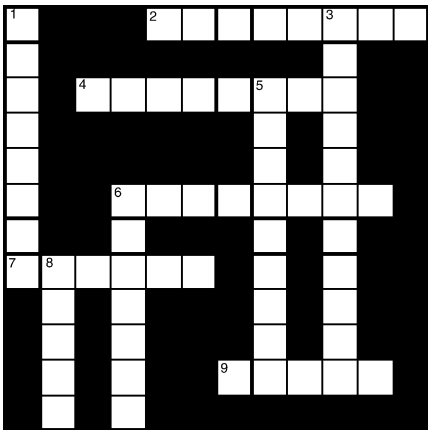
urban	renovate	laundry	possession	mattress
landlord	rural	ornament	suburb	fire extinguisher

1. Instead of buying a new house, they are going to _____ the old mansion down on Elk Street.
2. This is a movie about a hometown hero who leaves his _____ surroundings behind to tackle life in the big city.
3. Interrupted sleep patterns, brought on by a poor-quality _____, can result in medical conditions such as sleep apnea and depression.
4. Toronto city planners recommended that a new _____ development be under way by the year 2004 to make room for the anticipated increase in population.
5. New national safety guidelines make it mandatory for all buildings to have at least one _____ for every 30 pings of floor area.

Answers

1. renovate 2. rural 3. mattress 4. suburb 5. fire extinguisher

Cross Word



Across

2. something that is added to make something else more beautiful
4. a legal pledge of property to a creditor as security for the payment of a loan
6. one who owns and leases houses
7. an outer area of a city or town
9. a contract by which one rents land, buildings, etc. to others

Down

1. a pad of heavy cloth filled with soft material, used on a bed
3. the science dealing with the application of devices involving the flow of electrons
5. an apparatus or instrument for a particular purpose
6. clothes that have been or to be washed
8. of, in or constituting a city

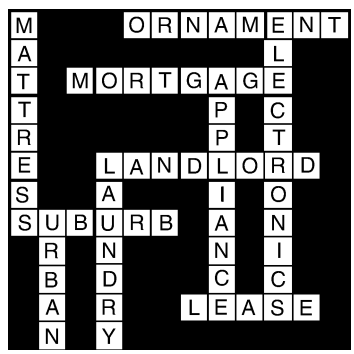
Answers

Across

2. ornament　4. mortgage　6. landlord
7. suburb　9. lease

Down

1. mattress　3. electronics　5. appliance
6. laundry　8. urban



Part B

1. **balcony** /ˈbælkəni/ *n.* a platform that projects from the wall of a building and is surrounded by a railing ; an upper floor of seats in a theater, often projecting over the main floor 阳台；包厢

   Please watch that small child so he doesn't fall from the ***balcony***.

   请你看着那个小孩，以免他从阳台上跌下去。

2. **chore** /tʃɔː/ *n.* a daily or routine task in a house; a piece of uninteresting, difficult, or unpleasant work 家务难事；困难、烦琐、无趣的工作

   It seems that as the children grow older, it becomes more of a ***chore*** to keep this house clean.

   好像随着小孩越长越大，使这个家保持干净的工作就越来越繁重。

3. **down payment** /ˌdaun ˈpeimənt/ *n.* a part of the full price paid at the time of buying something, with the rest to be paid later; advance payment; deposit 头期款；预付金；订金

   With all the money we've saved, we are finally able to make a ***down payment*** on a new house.

   有了存下来的钱，我们终于可以付新房子的头期款了。

4. **fire alarm** /ˈfaiə əˈlɑːm/ *n.* an apparatus , such as a bell, that gives a signal to warn people of fire 火灾警报器

   I feel much safer now that we have installed a new ***fire alarm*** in the house.

   在屋内装了新的火灾警报器之后，我觉得安心多了。

5. **furnishings** /ˈfəːniʃiŋz/ *n.* articles of furniture or other articles, like curtains, etc. in a room 家具；室内陈设

   The apartment can be rented by the month and it is complete with TV, beds and all the other ***furnishings***.

   这间公寓可以包月承租，且电视、床铺以及其他家具一应俱全。

6. **garage** /ˈgærɑːʒ/ *n.* a building where motor vehicles can be kept; a commercial establishment where motor vehicles are repaired and

serviced 车库；修车厂

The right taillight of your car is broken; you should take the car down to the ***garage*** and have it fixed.

你车子右边的车尾灯坏了，你该开车到修车厂把它修一下。

7. **kitchenware** /ˈkitʃinwɛə/ *n.* cooking equipment or utensils 厨房用具

My ***kitchenware*** is old; I am looking forward to replacing it.

我的厨房用具旧了，我很期待可以买新的。

8. **laundromat** /ˈlɑːndrəˌmæt/ *n.* self-service or automatic laundry facility 自助洗衣店

Our apartment does not have washer and a dryer, so we have to use the ***laundromat*** down the street.

我们的公寓没有洗衣机和烘干机，所以我们得到街上的自助洗衣店去洗衣服。

9. **lawn** /lɔːn/ *n.* a stretch of grass covered land next to a house 草坪；草地

You won't be allowed to go out and play until you mow the ***lawn***.

除非你把草坪修剪好，否则就不准出去玩。

10. **loan shark** /ˈləunˌʃɑːk/ *n.* one who lends money at illegal rates of interest 放高利贷者

When you go down to Vegas, be very wary of those ***loan sharks*** and don't get yourself into more trouble than you can possibly handle.

当你到拉斯维加斯时，小心那些放高利贷的人，不要让自己惹上不能处理的麻烦。

11. **messy** /ˈmesi/ *adj.* needing a lot of cleaning up; untidy; dirty; disordered 杂乱的；肮脏的

I clean the house twice a day, but with three children it still gets ***messy***.

我每天打扫家里两次，但有3个小孩在，它还是一样杂乱。

12. **neighborhood** /ˈneibəhud/ *n.* a group of people and their houses forming a small area within a larger place; the area around a point or place 街坊；住宅区；临近地区

We like to have picnics and other activities each month with the other people in the ***neighborhood*** to get to know them better and allow our children to meet new

friends.

我们喜欢每个月和街坊邻居举办野餐和其他活动，以便更好地了解他们，也可以让我们的小孩认识新朋友。

13. **playground** /ˈpleigraund/ *n.* a place, often at or near a school, for outdoor play or recreation; any place, environment or facility used for recreation or amusement 运动场；游戏场；游乐场

There is a nice ***playground*** near our house, which is rather safe since many families are there throughout the day.

在我们家附近有一个游乐场，由于整天都有许多家庭在那个地方玩，所以蛮安全的。

14. **porch** /pɔtʃ/ *n.* a roofed entrance built out from a house; an open area with a floor and a roof at the side of a house 门廊；游廊

Why don't you go sit out on the ***porch*** and watch the fire flies while we clean up the dishes?

你何不趁着我们清洗碗盘时到游廊上坐坐，看看萤火虫呢？

15. **property** /ˈprɔpəti/ *n.* something, especially land, owned by someone 财产；地产

Every time they climb over the fence and cut through our yard, they are trespassing on our ***property***.

每次他们爬过围篱穿过我们的院子时，都是在侵入私人所有地。

16. **relocate** /riːˈləukeit/ *vt.* /*vi.* to move to a different place 重新安置；迁徙

My family decided to ***relocate*** to Texas while I was overseas, so I don't really know anyone in the neighborhood.

我在国外期间，家人决定搬到得克萨斯州，所以街坊邻居我都不熟。

17. **residence** /ˈrezidəns/ *n.* the place where one lives; a house, esp. a large important one ; living in a place 住所；公馆；居住

His permanent ***residence*** is here, but we hardly ever see him because he is away at college.

他的户籍地址在这里，但因为他一直都住在大学里，所以我们很少看到他。

18. **storage** /ˈstɔridʒ/ *n.* the act of keeping a supply of something for future use; a place where things are kept 储藏；藏室

Though the house was beautiful, the ***storage*** space in the attic was nowhere near adequate.

虽然这房子很漂亮，但是阁楼上的储藏室的空间根本不够。

19. tenant /ˈtenənt/ *n.* a person who pays rent for the use of a room, building, land, etc. 房客；承租人；佃户

We should talk to the ***tenant*** living on the fifth floor; he is always making noise.

我们应该跟住5楼的房客谈谈，他老是制造一些噪音。

20. utility /juːˈtiliti/ *n.* a useful service for the public, such as supplies of water or electricity to the home, the bus service, the telephone service, etc.; the degree of usefulness 公共事业；实用

They probably shut off the electricity because you have failed to pay the ***utility*** bill for three months in a row.

因为你已经连续3个月没有付水电费，所以他们可能把电力切断了。

Drills

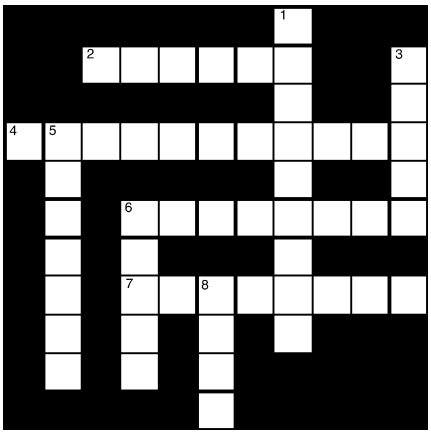
chore	residence	messy	relocate	storage
tenant	loan shark	lawn	playground	porch

1. Despite our complaining, Father still insisted that we help with the family's _____.
2. We keep lots of non-perishable foods downstairs in the _____ room just in case.
3. Jim had rented the whole floor, and he decided to sublet a few rooms to other _____.
4. Unless you're able to make every payment on time, conducting business with a _____ can be extremely hazardous to your career.
5. Sitting on the _____ in a swing seat is a common pastime for people in America's Deep South.

Answers

1. chores 2. storage 3. tenants 4. loan shark 5. porch

Cross Word



Across

2. a building where cars can be kept
4. articles of furniture
6. something, especially land, owned by someone
7. to move to a different place

Down

1. the place where one lives
3. needing a lot of cleaning up
5. a useful service for the public
6. a roofed entrance built out from a house
8. a stretch of grass covered land next to a house

Answers

Across

2. garage　　4. furnishings　　6. property
7. relocate

Down

1. residence　　3. messy　　5. utility
6. porch　　8. lawn

Exercise Six

1. With their winning streak, no one expected the Dallas Cowboys to suffer such a humiliating defeat to a team like the Pittsburg Steelers.
   (A) defend (B) lose (C) loss (D) triumph
2. In his leisure time, he liked to lie on the beach and bask in the sunshine.
   (A) spare (B) freedom (C) legitimate (D) lenient
3. Having been an outcast most of the time, Tim got excited when the other boys asked him to participate in their game.
   (A) penetrate (B) depart (C) take part (D) take place
4. Since you're injured, you can only go to the game as a spectator instead of an actual player.
   (A) participant (B) cheerleader (C) speaker (D) onlooker
5. As the sun dipped below the horizon, the couple strolled down the beach hand in hand.
   (A) sauntered (B) ran (C) strutted (D) jogged
6. If your head is aching, you can take a couple of aspirins to alleviate the pain.
   (A) lessen (B) cure (C) change (D) replace
7. Sally urged her boyfriend to stay away because her cold was contagious.
   (A) consuming (B) infectious (C) serious (D) specific
8. Terry saw the dog as it ran in front of her car and was forced to swerve and crash into a tree.
   (A) smash (B) rush (C) crunch (D) curve
9. Because he falsified some of the financial documents, he was arrested for fraud.
   (A) treason (B) assault (C) honesty (D) deceit
10. If the car in front of you suddenly comes to a stop without warning and you run into the back of it, the liability for the accident is yours.
    (A) credibility (B) probability (C) liaison (D) responsibility
11. When you get into an accident, it is mandatory that you stay at the scene until the police arrive.
    (A) unnecessary (B) obligatory
    (C) mundane (D) inventory

12. The negligence of the driver caused the collision of four cars.
    (A) carelessness (B) ignorance
    (C) understanding (D) drunken driving
13. Ted weighed all the options very carefully before he made a decision.
    (A) reasons (B) selectives (C) choices (D) sources
14. Due to cutting-edge technology, the new evasive procedure will allow doctors to perform the triple-bypass heart surgery without opening a gaping hole in the patient's chest.
    (A) attack (B) transplant (C) operation (D) removal
15. It is vital that he get to a hospital within the next few minutes, or else he could be in very bad shape.
    (A) crucial (B) lively (C) vigorous (D) wise
16. If you waive your right to remain silent, anything you say can be used against you in a court of law.
    (A) postpone (B) claim (C) give up (D) stick to
17. The bad harvests last year around the country led to severe food shortages.
    (A) unfortunate (B) serious (C) arduous (D) frugal
18. Fred suspected there was a burglar in the house, so he grabbed a bat and went to investigate.
    (A) detective (B) rapist (C) imposter (D) thief
19. The doctor had to use morphine because the pain in her leg was excruciating.
    (A) exciting (B) agonizing (C) touching (D) disturbing
20. In addition to the alarm system, we added deadbolts for each of the main doors and extra locks for the windows to provide even more security at night.
    (A) certainty (B) stability (C) protection (D) facility

Answers

1. C	2. A	3. C	4. D	5. A
6. A	7. B	8. A	9. D	10. D
11. B	12. A	13. C	14. C	15. A
16. C	17. B	18. D	19. B	20. C

Unit 19

Product Research and Development 产品调研与开发

Part A

1. **adaptability** /əˌdæptəˈbiləti/ *n.* the ability to change so as to be suitable for new needs, different conditions, etc. 顺应性；可用性；灵活性；适应性

   The ***adaptability*** of youth to new surroundings is one of their good qualities.
   年轻人适应新环境的能力是他们的一种优点。

2. **analysis** /əˈnælisis/ *n.* examination of something by dividing it into its separate parts 分解；分析

   Our ***analysis*** shows that the company's failure was caused by lack of investment.
   我们的研究表明，该公司之所以失利，是由于投资不足。

3. **bandwagon effect** /ˈbændˌwægən iˈfekt/ *n.* the observation that people often do (or believe) things because many other people do (or believe) the same; the phenomenon of a popular trend attracting even greater popularity 花车效应；攀比效应；跟风效应

   In periods of high merger activity there is a ***bandwagon effect*** with more and more firms seeking to engage in takeover activity.
   当合并非常活跃时，会出现一种跟风效应，使越来越多的企业寻求参与并购活动。

4. **classify** /ˈklæsifai/ *vt.* to arrange data into classes or groups according to a definite plan or method 把……分类；分为同一等级

   The secretary will ***classify*** these two documents into different groups.
   秘书会把这两份文件进行分类，归到不同的组别。

5. **collect** /kəˈlekt/ *vt.* to come or bring together in one place so as to form a group or mass 收集；搜集；采集

Our task is to analyze the data that have been ***collected***.

我们的任务是分析收集到的资料。

6. **diversify** /daiˈvəːsifai/ *vt.* to make (more) diverse; to spread into new habitats and produce variety or variegate 使成形形色色；使多样化；使变化

Our factory is trying to ***diversify*** its range of products.

我们厂正设法增加产品的品种。

7. **design** /diˈzain/ (1) *n.* the act of working out the form of something (as by making a sketch or outline or plan); an arrangement scheme 设计；构思；绘制 (2) *vt.* to formulate a plan for; to devise 计划；设计

These are the houses specifically ***designed*** for old people.

这些是专门为老年人设计的房子。

8. **empathy** /ˈempəθi/ *n.* understanding and entering into another's feelings 移情作用；神入

In all his actions and decisions, the American people sensed a deep ***empathy*** for the poor and the powerless.

在他的所有行动和决定中，美国人民感到了对穷人和无权无势者的深切同情。

9. **enquire** /inˈkwaiə/ *vi.* to make a search or inquiry into, in order to discover information 询问；打听；调查

They ***enquire*** closely into the merits of the case.

他们仔细调查了事情的是非曲直。

10. **fad** /fæd/ *n.* an interest followed with exaggerated zeal 时尚，一时流行的狂热

His interest in photography is only a passing ***fad***.

他对摄影的兴趣只是一时的爱好罢了。

11. **globalization** /ˌgləubəlaiˈzeiʃən; -liˈz/ *n.* growth to a global or worldwide scale 全球化

Globalization does not pose equal interests and risks to all nations.

全球化对所有的国家并不构成同等的利益和风险。

12. **hierarchy** /ˈhaiərɑːki/ *n.* a series of ordered groupings of people or things within a system 等级制度；统治集团；阶级组织

The lack of importance attached to human-resource management can be seen in the corporate ***hierarchy***.

对人力资源管理的重视的缺乏可以从公司的组织层级结构上看出来。

13. **imitate** /ˈimiteit/ *vt.* to copy (the behaviour, appearance, speech, etc.) typical of (a person); to take as an example or model 模仿；仿效；仿制；伪造

His handwriting is difficult to ***imitate***.

他的笔迹很难模仿。

14. **lifestyle** /ˈlaifstail/ *n.* a manner of living that reflects the person's values and attitudes 生活方式

Travelling in France gave me an idea of their ***lifestyle***.

在法国的旅行让我对他们的生活方式有所了解。

15. **mastermind** /ˈmɑːstəmaind/ *n.* someone who creates new things; someone who has exceptional intellectual ability and originality 优秀的策划者；幕后操作的人；智囊

Three cobblers with their wits combined equal Zhuge Liang the ***mastermind***.

三个臭皮匠，抵个诸葛亮。

16. **originality** /ˌəridʒəˈnæliti/ *n.* the ability to think and act independently; the quality of being new and original (not derived from something else) 创意；新奇；原始

His design shows great ***originality***.

他的设计颇具独创性。

17. **pioneer** /paiəˈniə/ (1) *n.* someone who helps to open up a new line of research or technology or art 先锋；开辟者 (2) *vt.* to open up an area or prepare a way 提倡；开辟

Henry Ford was a ***pioneer*** in the auto industry.

亨利·福特是汽车工业的先驱。

18. **positioning** /pəˈziʃəniŋ/ *n.* the act of putting something in a certain

place 定位

In order to begin ***positioning*** a product, two questions need to be answered. First, what is your marketing environment? Second, what is your competitive advantage? 要开始定位一个产品，有两个问题需要回答：第一，你们的营销环境是什么？第二，你们的竞争优势在哪里？

19. **strategy** /ˈstrætidʒi/ *n.* an elaborate and systematic plan of action; the branch of military science dealing with military command and the planning and conduct of a war 策略；战略

Profits motivate this ***strategy*** along with ethics.
利润和伦理是这种商业策略的动机。

20. **version** /ˈvəːʃən/ *n.* something a little different from others of the same type; an interpretation of a matter from a particular viewpoint 版本；翻译

We upgrade over an earlier ***version*** of Windows 2000.
我们正在对 Windows 2000 的早期版本升级。

Drills

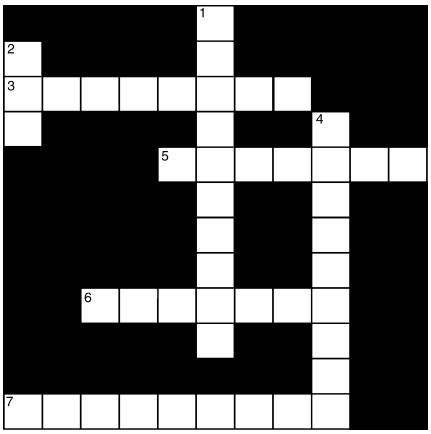
originality	lifestyle	mastermind	imitate	globalization
adaptability	fad	positioning	strategy	bandwagon effect

1. She has a striking _____ in her use of metaphor.
2. You must have grown used to the _____ here.
3. During the process of economic _____, inequality between developed and developing countries has been increasing and the gap between the rich and the poor has become wider.
4. Its stable burning technique and _____ to the environment have reached a new technical level.
5. Polls are accused of creating a _____ to benefit their candidate.

Answers

1. originality 2. lifestyle 3. globalization 4. adaptability 5. bandwagon effect

Cross Word



Across

3. examination of something by dividing it into its separate parts
5. something a little different from others of the same type
6. someone who helps to open up a new line of research or technology or art
7. to make (more) diverse

Down

1. someone who has exceptional intellectual ability and originality
2. an interest followed with exaggerated zeal
4. a series of ordered groupings of people or things within a system

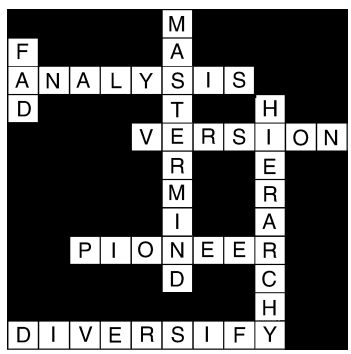
Answers

Across

3. analysis　　5. version　　6. pioneer
7. diversify

Down

1. mastermind　　2. fad　　4. hierarchy



Part B

1. **aesthetic** /esˈθetik/ *adj.* concerning or characterized by an appreciation of beauty or good taste; relating to or dealing with the subject of aesthetics 有美感的；审美的；美学的

   The product also shows the ***aesthetic*** values of the time.

   这款产品也显示出当时的社会审美价值。

2. **audience** /ˈɔːdjəns/ *n.* a gathering of spectators or listeners at a (usually public) performance; the part of the general public interested in a source of information or entertainment 受众；观众；读者

   In order to achieve the purpose of promoting products, sometimes the advertiser deliberately sets language traps in advertisements to mislead the ***audience***.

   有的广告发布者为了达到推销商品的目的，故意在广告中设置“文字陷阱”，以误导消费者。

3. **awareness** /əˈwɛənis/ *n.* having knowledge of; state of elementary or undifferentiated consciousness 意识；明白；(产品) 知晓度；知名度

   It is advisable to give voluntary lectures to popularize Olympic knowledge and environmental ***awareness*** in some residential areas.

   在一些住宅区做义务讲座，普及奥林匹克知识和环保意识，这是非常可取的做法。

4. **communication** /kəˌmjuːniˈkeiʃən/ *n.* the activity of communicating; the activity of conveying information 通讯；传达；传播

   Telegraph ***communication*** was broken off.

   电报通讯已经中断。

5. **comment** /ˈkɔment/ *n.* a statement that expresses a personal opinion or belief; a written explanation or criticism or illustration that is added to a book or other textual material 注解；评论；意见

   His pithy ***comments*** knocked the bottom out of my argument.

   他精辟的评论彻底驳倒了我的论点。

6. **convenient** /kənˈviːniənt/ *adj.* suited to your comfort or purpose or

needs; large and roomy 便利的；方便的

He found a simple and ***convenient*** way to solve the problem.

他找到了解决那一问题的简便方法。

7. **determinant** /diˈtəːminənt/ *n.* a determining or causal element or factor 决定因素

Social finesse, willingness to relocate and language capacity are also ***determinant*** factors in assessing job qualifications.

社交手腕、愿意调动以及语言能力也是评估工作资格的决定性因素。

8. **domestic** /dəˈmestik/ *adj.* of or relating to the home; of concern to or concerning the internal affairs of a nation 家里的，家庭的；本国的，国内的

Soon they produced enough to satisfy ***domestic*** demands.

不久他们就生产了足够的产品来满足国内的需求了。

9. **door-to-door** /ˈdɔːrtˈəˈdɔːr/ *adj.* (of e.g. journeys or deliveries) direct from point of origin to point of destination; omitting no one; from the door of one house to that of the next 按户访问的；按户送达的

The limousine offers ***door-to-door*** service.

该豪华轿车提供门到门的服务。

10. **end user** /end ˈjuːzə(r)/ *n.* the ultimate user for which something is intended 最后用户；终端用户

The purpose of channel marketing is to satisfy the ***end users*** in the market.

分销的目的是满足市场上终端用户的需要。

11. **forecast** /ˈfɔːkɑːst/ *vt./vi.* to predict in advance; to judge to be probable 预想；预测；预计

How much quantity do you ***forecast*** to sell in the first year?

贵公司预计在第一年销售多少数量呢？

12. **localization** /ˌləukəlaiˈzeiʃən/ *n.* a determination of the place where something is; the principle that specific functions have relatively circumscribed locations in some particular part or organ of the body 本土化；本地化

As the globalization and ***localization*** market continues to expand and increase in

complexity, we've made it our mission to provide customers with maximum choice in finding the globalization solution that best fits their unique needs.
随着全球化与本土化市场的继续扩大和日趋复杂，我们要将为顾客提供最多选择作为使命，使他们寻找到最适合其独特需求的全球化解决方案。

13. **mature** /mə'tjuə/ (1) *adj.* having reached full natural growth or development 成熟的；充分考虑的 (2) *vt.* to develop and work out fully in one's mind 使成熟

He ***matured*** his design by constant revision.
他不断修改自己的设计使之完善。

14. **observe** /əb'zəːv/ *vt./vi.* to discover or determine the existence, presence, or fact of; to make mention of 观察，注意到；注意，评论

It is difficult to ***observe*** any change in the overseas market.
很难看出国外市场有什么变化。

15. **orient** /'ɔːriənt/ *vt.* to determine one's position with reference to another point 使适应，使熟悉情况或环境；使朝向

It took quite a long time for a freshman to ***orient*** himself.
大学新生要经过好长一段时间才能适应新环境。

16. **presentation** /ˌprezen'teiʃən/ *n.* the act of making something publicly available; presenting news or other information by broadcasting or printing it 介绍；陈述；演示

He prepared his ***presentation*** carefully in advance.
他预先精心准备了陈述。

17. **psychology** /sai'kɔlədʒi/ *n.* the science of mental life 心理状态，心理学

The ***psychology*** of customer decisions will play an important part in your sales efforts as unspoken customer requirements.
顾客决定的心理可以作为潜在的客户需求，在你的销售工作中扮演了重要的角色。

18. **questionnaire** /ˌkwestʃə'nɛə/ *n.* a form containing a set of questions; submitted to people to gain statistical information 调查表，问卷

We can use a ***questionnaire*** to survey attitudes to smoking.

我们可以使用问卷方式调查对吸烟的意见。

19. **symbolize** /ˈsimbəlaiz/ *vt*. to express indirectly by an image, form, or model; to be a symbol; to represent or identify by using a symbol; to use symbols 采用象征；用符号表现

A wedding ring ***symbolizes*** the union of the two partners.
结婚戒指象征着男女双方的结合。

20. **workable** /ˈwəːkəbl/ *adj*. capable of being done with means at hand and circumstances as they are 可使用的；可操作的；可行的

Your quoted price is out of line with the prevailing level. That is why we feel confident that our suggestion of three percent off your present one is ***workable***.
你方报价与市价有差异，所以我们相信减价百分之三的建议是可行的。

Drills

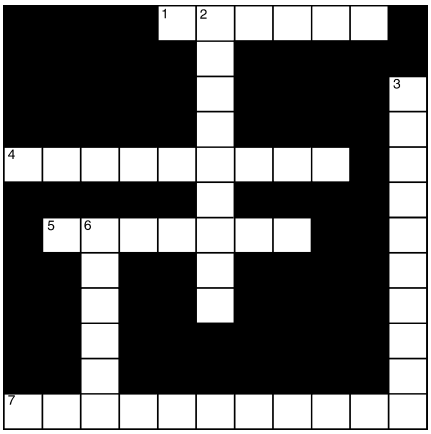
domestic	audience	symbolize	convenient	door-to-door
questionnaire	psychology	orient	communication	observe

1. I have been going out on blogsites about customer _____ to promote your product.
2. Contrast these imported goods with the _____ product, and you can see which is better.
3. Police departments around the country say there's been a sharp rise in anti-social behaviour linked to the traditional _____ Halloween calls.
4. The blossom lotus _____ the prospering country.
5. Among the 110 university students in the city who answered the _____, 16 percent confessed that they'd given out diamond rings or necklaces to their other half, and 29 percent chose costly clothing.

Answers

1. psychology 2. domestic 3. door-to-door 4. symbolizes 5. questionnaire

Cross Word



Across

1. having reached full natural growth or development
4. concerning or characterized by an appreciation of beauty or good taste
5. a statement that expresses a personal opinion or belief
7. a determining or causal element or factor

Down

2. having knowledge of
3. suited to your comfort or purpose or needs
6. to determine one's position with reference to another point

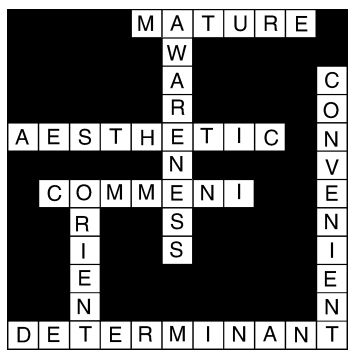
Answers

Across

1. mature　4. aesthetic　5. comment
7. determinant

Down

2. awareness　3. convenient　6. orient



Unit 20

Quality Control 质量管理

Part A

1. **abnormal** /æbˈnɔːməl/ *adj.* not normal; not typical or usual or regular or conforming to a norm 不正常的；不规则的

   We do not think such an ***abnormal*** phenomenon will last long.

   我们认为，这样的反常现象不会持续很久。

2. **attribute** /əˈtribju(ː)t/ *n.* a construct whereby objects or individuals can be distinguished; an abstraction belonging to or characteristic of an entity 属性；特征

   Her greatest ***attribute*** was her kindness.

   她最大的特点是与人为善。

3. **adjust** /əˈdʒʌst/ *vt.* /*vi.* to alter or regulate so as to achieve accuracy or conform to a standard; to place in a line or arrange so as to be parallel or straight 调整；调节

   This electric pot can ***adjust*** the temperature automatically.

   这种电饭锅能自动调节温度。

4. **ageing** /ˈeidʒiŋ/ *n.* acquiring desirable qualities by being left undisturbed for some time; the organic process of growing older and showing the effects of increasing age 成熟；老化

   A severe industry-wide lack of investment in training means the long-term skills base is both ***ageing*** and shrinking.

   全行业在训练手段上严重的投资不足意味着长期技能基础的老化和萎缩。

5. **defect** /diˈfekt；ˈdiːfekt/ *n.* an imperfection in a bodily system；a failing or deficiency 缺陷；不足

This made up the ***defect*** of the equipment to some extent.

这在一定程度上弥补了设备的缺欠。

6. **efficiency** /iˈfiʃənsi/ *n.* the ratio of the output to the input of any system；skillfulness in avoiding wasted time and effort 效率；效能

Our goal is to achieve the maximum of ***efficiency***.

我们的目标是取得最高的效率。

7. **formalization** /ˌfɔːməlaiˈzeiʃən/ *n.* the act of making formal（as by stating formal rules governing classes of expressions）规范化；形式化

It uses cluster analysis to explore the relationship between quality management and different forms of work ***formalization***.

它采用群集分析来探索质量管理和不同形式的工作规范之间的关系。

8. **grade** /greid/ *n.* a relative position or degree of value in a graded group 等级

Grade A potatoes are the best in quality.

甲等马铃薯是质量最好的。

9. **improve** /imˈpruːv/ *vt.* /*vi.* to make better；to get better 改善；改进；提高

Everybody is welcome to make suggestions on how to ***improve***.

欢迎大家对于怎么改善提出建议。

10. **ingredient** /inˈgriːdiənt/ *n.* a component of a mixture or compound；an abstract part of something 要素，成分

One ***ingredient*** of Venetian success was national unity.

威尼斯获得成功的要素是国民团结一致。

11. **measurement** /ˈmeʒəmənt/ *n.* the act or process of assigning numbers to phenomena according to a rule 测量；尺寸

The committee also said that liquid medicines should all use the same ***measurement*** terms.

该委员会还表示，液体药品也应该使用相同的量度。

12. **nonconforming** /ˈnɔnkənˈfɔːmiŋ/ *adj.* not conforming to established customs or doctrines especially in religion 不一致的；不合格的

The incoming quality submitted was 4% ***nonconforming***, and the outgoing quality after inspection is 3.6% nonconforming.

呈递的进料质量水平是4%不合格，检查后出厂的质量水平是3.6%不合格。

13. **probability** /ˌprɔbəˈbiliti/ *n.* a measure of how likely it is that some event will occur; a number expressing the ratio of favorable cases to the whole number of cases possible 几率；概率

There's no ***probability*** that he'll come back in a few days.

他不可能几天之内就回来。

14. **quality gate** /ˈkwɔliti geit/ *n.* a review after key activities or phases of a project to verify work has been performed 质量门；质量阀（即在达到下一道工序前，本工序的产品必须严格达到特定的品质标准）

It is your department's responsibility to carry out ***quality gates*** for all mobile devices for all key milestones to enable management to take fast and stable decisions.

为所有移动设备的一切关键指标实施质量把关，使管理部门能够做出快速而稳健的决定，这是你们部门的责任。

15. **reliability** /riˌlaiəˈbiliti/ *n.* the quality of being dependable or reliable 可靠性，可信度，可信赖性

Online brands want to be seen and want to be part of the real world to add some ***reliability*** and realness to their brands.

网络品牌希望能被购买者看见，并成为现实世界的一部分，以此来为他们自己的品牌增添一些可靠性和真实性。

16. **responsibility** /riˌspɔnsəˈbiliti/ *n.* the social force that binds you to the courses of action demanded by that force 职责，责任

All rights carry with them corresponding ***responsibilities***.

所有的权利都带有相应的责任。

17. **sampling** /ˈsɑːmpliŋ/ *n.* (statistics) the selection of a suitable sample for study; items selected at random from a population and used to test hypotheses about the population 抽样；提供样品

Probably he had come down in the world and this ***sampling*** was all that was left him from the time when he could afford to come and select his favorite pudding.
很可能他已经家道败落，从前他是有钱来选购他最喜爱的布丁的，而今却只能靠试吃样品来品尝一下布丁的味道了。

18. **supervisor** /ˈsjuːpəvaizə/ *n.* one who supervises or has charge and direction of ; a program that controls the execution of other programs 监督人；管理人；检查员

Why don't you take the problem up with the factory ***supervisor***?
你为什么不把问题告诉工厂检察员呢？

19. **unacceptable** /ˈʌnəkˈseptəbl/ *adj.* not acceptable；not welcome 不可以接受的

I'm afraid your suggestion is ***unacceptable***.
恐怕您的建议是不可取的。

20. **yardstick** /ˈjɑːdstik/ *n.* anything which serves as a test or standard of measurement or comparison 标准；准绳；码尺

Durability is one ***yardstick*** of quality.
耐久性是质量好坏的一个尺度。

Drills

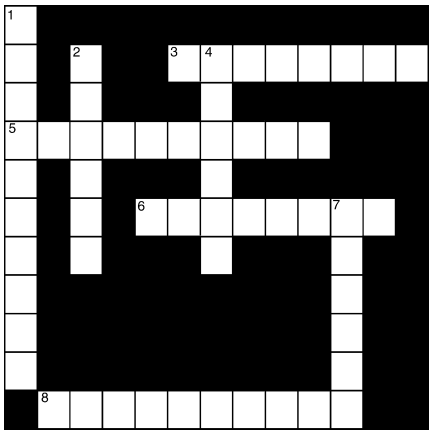
probability	unacceptable	attribute	reliability	yardstick
measurements	sampling	grade	defect	improve

1. Please ask the sales assistant to take your _____.
2. Farm failures is a _____ of federal banking policy.
3. The lives of the working people are _____ every day.
4. This patch will allow you to add a product _____ to a product, not only altering that product's price but also altering that product's weight.
5. Statistically this means that a frequency has a _____ of 1/f.

Answers

1. measurements 2. yardstick 3. improving 4. attribute 5. probability

Cross Word



Across

3. the selection of a suitable sample for study
5. the ratio of the output to the input of any system
6. not typical or usual or regular or conforming to a norm
8. a component of a mixture or compound

Down

1. a program that controls the execution of other programs
2. an imperfection in a bodily system
4. acquiring desirable qualities by being left undisturbed for some time
7. to alter or regulate so as to achieve accuracy or conform to a standard

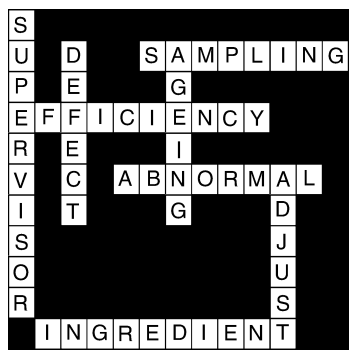
Answers

Across

3. sampling 5. efficiency 6. abnormal
8. ingredient

Down

1. supervisor 2. defect 4. ageing
7. adjust



Part B

1. **aberration** /ˌæbəˈreiʃən/ *n.* a state or condition markedly different from the norm 色差；偏差

   This reliable temperature adjust drying room avoiding ***aberration*** is a necessary facility.

   这个可靠的温度调节烘房可以避免色差，是一个必要的设施。

2. **accuracy** /ˈækjurəsi/ *n.* the quality of being near to the true value; (mathematics) the number of significant figures given in a number 准确度，准确性

   Audrey was famous for her ***accuracy*** in accountancy.

   奥德丽在会计工作中因精确而著名。

3. **airless** /ˈɛəlis/ *adj.* lacking fresh air 不通风的；密闭的

   In a hot, ***airless*** room in Africa, surrounded by customs officials, I filled out forms to get a residency permit.

   在非洲一间闷热、密闭的房间里，周围都是海关官员，我填写了表格，以获得居留许可。

4. **average** /ˈævəridʒ/ *n.* a statistic describing the location of a distribution 平均数；平均水平；一般标准

   The Dow Jones industrial ***average*** soared to 9850 points.

   道·琼斯工业平均指数飙升至 9850 点。

5. **durable** /ˈdjuərəbl/ *adj.* existing for a long time 耐用的

   This raincoat is made of very ***durable*** material.

   这件雨衣是用非常耐用的料子做的。

6. **experiment** /iksˈperimənt/ *n.* the act of conducting a controlled test or investigation 实验

   Experiments indicate the new drug will cure infections.

   实验证明，这种新药可以治传染病。

7. **failure** /ˈfeiljə/ *n.* an act that fails; an event that does not accomplish its

intended purpose 失效；缺陷；故障

Business ***failure*** registered a postwar record this year.

今年厂商的倒闭达到战后最高纪录。

8. **fatigue** /fəˈtiːg/ *n.* temporary loss of strength and energy resulting from hard physical or mental work 疲劳，疲惫

Working overtime caused him great ***fatigue***.

加班加点的工作使他疲惫不堪。

9. **genre** /ˈʒɑːŋrə/ *n.* a kind of literary or artistic work; a style of expressing yourself in writing 种类；属类；流派

Digital graphics and special effects gave the ***genre*** a new lease of life in the 1990s.

数字化图形和特殊效果使这种类型在 20 世纪 90 年代获得了新生。

10. **intrinsic** /inˈtrinsik/ *adj.* belonging to a thing by its very nature; situated within or belonging solely to the organ or body part on which it acts 内部的；固有的；真正的

We should distinguish between extrinsic and ***intrinsic*** motivation.

我们应当区分外部激励和内部激励。

11. **job shop** /dʒɔb ʃɔp / *n.* a typically small manufacturing operation that handles specialized manufacturing processes such as small customer orders or small batch jobs 加工车间

It is basically a flexible ***job shop*** problem, with some added complexities due to the special characteristics of the machines involved in the production process.

它基本上是一个可以通融的工作车间问题，只是由于生产过程中的机器的特殊性质，显得有些复杂。

12. **prevention** /priˈvenʃən/ *n.* the act of preventing 预防；阻止；妨碍

An ounce of ***prevention*** is better than a pound of cure.

一分预防胜于十分治疗。

13. **reject** /riˈdʒekt/ *vt.* to refuse to accept or acknowledge 拒收；抵制；否决

The official is entitled to accept and ***reject*** any materials and products.

官员有权批准或否定一切物料及车间产品的使用和产品出厂。

14. **repair** /riˈpɛə/ *vt.* to put something in working order again; to restore by replacing a part or putting together what is torn or broken 修理；补救；修复

He ***repairs*** radios for his friends during his spare time.
他利用业余时间给朋友们修理收音机。

15. **standardization** /ˌstændədaiˈzeiʃən/ *n.* the condition in which a standard has been successfully established; the imposition of standards or regulations 标准化

The ***standardization*** of nuts and bolts had saved industry millions of dollars.
标准化的螺母和螺栓可以为工业节省百万美元。

16. **shrinkage** /ˈʃriŋkidʒ/ *n.* process or result of becoming less or smaller; the amount by which something shrinks 减少；收缩；损耗

There has been some ***shrinkage*** in our export trade.
我们的出口贸易已有些萎缩。

17. **survey** /səːˈvei/ (1) *n.* a detailed critical inspection 调查，检查 (2) *vt.* to consider in a comprehensive way 调查；测量；检查

We were pleased with our first ***survey*** of the house.
我们对那幢房子的第一次检查感到满意。

18. **tighten** /ˈtaitn/ *vt.* /*vi.* to make tight or tighter; to become tight or tighter 加严；勒紧，使变紧

He's just lost his job so he has to ***tighten*** his belt.
他刚失去工作，所以他必须节衣缩食。

19. **validation** /ˌvæliˈdeiʃən/ *n.* the act of validating; finding or testing the truth of something; the cognitive process of establishing a valid proof 确认

Is this award a ***validation*** of to what you do?
这个奖励是对您所做成就的证明吗？

20. **variation** /ˌvɛəriˈeiʃən/ *n.* an instance of change; the rate or magnitude of change; an activity that varies from a norm or standard 变异

Variations outside the range given are not unlikely.
变化超出规定范围并非不可能。

Drills

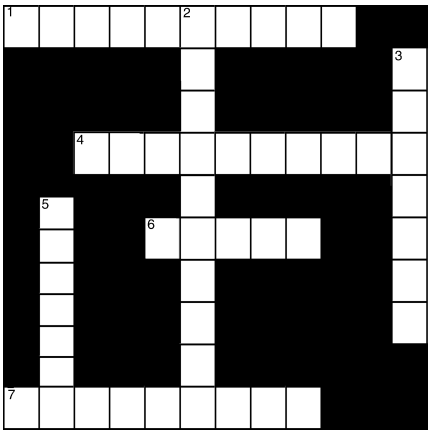
airless	prevention	tighten	shrinkage	repair
variation	validation	accuracy	intrinsic	durable

1. This varnish provides a _____ finish.
2. The dial records very slight _____ in pressure.
3. Our products are stabilized and conditioned against _____.
4. The new report says _____ efforts appear to be changing risky behavior in several of the countries most affected by H. I. V.
5. Translation may suffer from a lack of _____.

Answers

1. durable 2. variations 3. shrinkage 4. prevention 5. accuracy

Cross Word



Across

1. finding or testing the truth of something
4. the act of conducting a controlled test or investigation
6. to like or wish for
7. belonging to a thing by its very nature

Down

2. a state or condition markedly different from the norm
3. temporary loss of strength and energy resulting from hard physical or mental work
5. to make tight or tighter

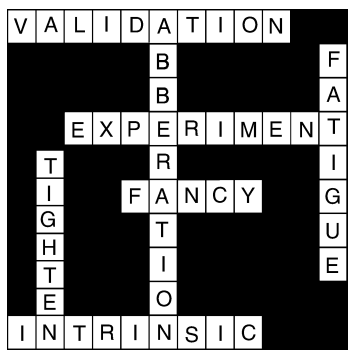
Answers

Across

1. validation 4. experiment 6. fancy 7. intrinsic

Down

2. aberration 3. fatigue 5. tighten



Unit 21

Marketing and Customer Service
市场营销与客户服务

Part A

1. **alteration** /ˌɔːltəˈreiʃən/ *n.* an event that occurs when something passes from one state or phase to another; the act of making something different (as e.g. the size of a garment) 退换；变更；修改

   There have been a few ***alterations*** to the timetable.

   时间表上有一些变动。

2. **behavior** /biˈheiviə/ *n.* manner of acting or controlling yourself; the action or reaction of something (as a machine or substance) under specified circumstances 行为；举止；状态

   I must explain that the reason for my dissatisfaction is the waiter's inconsiderate ***behavior***.

   我必须解释，我之所以心有不满，是因为服务员的态度不周到。

3. **clearance** /ˈkliərəns/ *n.* the rate at which a substance is removed or cleared from the body by; the distance by which one thing clears another; the space between them; vertical space available to allow easy passage under something 清仓；批准；许可

   All types of shoes and handbags on ***clearance***. Here you'll find shoes and handbags marked down to $29.95!

   所有款式的鞋子和手提包清仓大甩卖。你在本店可以发现低至 $29.95 的鞋和手提包！

4. **complain** /kəmˈplein/ *vi.* to express complaints, discontent, displeasure, or unhappiness; to make a formal accusation; to bring a formal charge 抱

怨；投诉；不满

Some workers ***complain*** about this way of management.

一些工人对这种管理方法怨声载道。

5. **deferred payment** /diˈfəːd ˈpeimənt/ *n.* a debt which has been incurred and will be paid back at some point in the future 延期付款；分期付款

If you can't afford the purchase, you can go with a ***deferred payment*** plan.

如果您一时购买不起，可以考虑采用延期付款的计划。

6. **elite** /eiˈliːt/ *n.* a group or class of persons enjoying superior intellectual or social or economic status; selected as the best 精英，中坚分子；精华

The only thing a non-***elite*** market can offer that likely won't be matched by an elite market is the security of a long-term deal.

非精英市场能够提供而精英市场很可能无法提供的唯一东西就是长期贸易的安全性。

7. **expectation** /ˌekspekˈteiʃən/ *n.* belief about (or mental picture of) the future; wishing with confidence of fulfillment 期待；预料；期望值

We should justify the ardent ***expectations*** of our customers.

我们要不辜负顾客的殷切期望。

8. **follow-up** /ˈfɔləu ʌp/ *n.* an activity that continues something that has already begun or that repeats something that has already been done 后续服务工作

The kind of ***follow-up*** service is determined by your product type and your type of certification.

什么样的后续服务取决于你的产品类型和你的认证类型。

9. **feedback** /ˈfiːdbæk/ *n.* the process of giving and receiving input in the form of comments, opinions, observations, and analysis to either validate or invalidate the customer service system 反馈；回复，反应

This calls for close monitoring and rapid ***feedback***.

这需要对业务的紧密关注和快速反应。

10. **impulse** /ˈimpʌls/ *n.* an instinctive motive; a sudden desire 冲动；刺激，推动

Up to 60% of all items bought in malls are purchased on ***impulse***.

顾客在商场购买的所有物品中高达60%是出于一时的冲动。

11. **intimate** /ˈintimit/ *adj.* marked by close acquaintance, association, or familiarity; having or fostering a warm or friendly and informal atmosphere 亲密的；隐私的

He is ***intimate*** with those customers.

他与那些顾客关系密切。

12. **lookism** /ˈlukizəm/ *n.* discrimination against or prejudice towards others based on their appearance 容貌歧视

Lookism is also a factor in areas other than employment.

除了就业，容貌歧视在其他领域也是一个因素。

13. **loyalty** /ˈlɔiəlti/ *n.* the quality of being loyal; feelings of allegiance 忠诚，忠贞，忠实

Loyalty shines out in time of woe.

艰难的时候方能显出忠诚。

14. **motive** /ˈməutiv/ *n.* the reason for the action; that which gives purpose and direction to behavior 动机，目的；主题

The man privately admits that his ***motive*** is to make profit.

那人私下承认，他的动机是为了谋利。

15. **offset** /ˈɔːfset/ *vt.* to compensate for or counterbalance 弥补；抵销

The pay raise will be ***offset*** by inflation.

增加的工资会被通货膨胀所抵销。

16. **privilege** /ˈprivilidʒ/ *n.* a special advantage or immunity or benefit not enjoyed by all; a right reserved exclusively by a particular person or group (especially a hereditary or official right) 特权；特殊待遇

The store extended credit ***privileges*** to us.

该商店给予了我们信贷特权。

17. **preference** /ˈprefərəns/ *n.* a strong liking; a predisposition in favor of something 偏好

We've granted that country special trade ***preferences***.

我们给了那个国家特殊的贸易优惠。

18. **remittance** /riˈmitns/ *n.* a payment of money sent to a person in

another place 汇款

We'll notify you as soon as your ***remittance*** come.

您的汇款一到，我们就通知您。

19. **self-concept** /self'kɔnsept/ *n.* the mental and conceptual understanding and persistent regard that sentient beings hold for their own existence 自我概念

The exercise involving the beliefs to foster ***self-concept*** will provide participants with the required tools to develop a plan.

这项练习可以促进自我概念，为参加者提供制定计划的必要工具。

20. **tie-in sale** /'tai,in seil/ *n.* a kind of sale results from a contractual arrangement between a consumer and a producer whereby the consumer can obtain the desired good (tying good) only if he agrees also to purchase a different good (tied good) from the producer 搭售，搭卖

The so-called "***tie-in sales***" provisions and deceptive or misleading warranty terms are the two prohibitions under the act.

所谓的"搭卖"规定和欺骗性或误导性的保修条款是该法案禁止的两种行为。

Drills

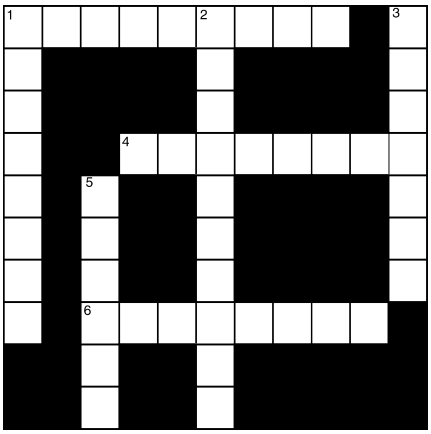
offset	behavior	preference	loyalty	deferred payment
remittance	intimate	privilege	expectation	clearance

1. His attitudes and _____ are felt to be naive.
2. We will remove unnecessary restrictions on foreign currency purchase and profit _____.
3. The _____ scheme is a good option for buyers and developers that BT spoke to reckon the number who opt for this is manageable.
4. The loyal customers enjoy many _____.
5. His _____ for loud ties was the joke of the office.

Answers

1. behavior 2. remittance 3. deferred payment 4. privileges 5. preference

Cross Word



Across

1. the rate at which a substance is removed or cleared from the body by
4. the process of giving and receiving input in the form of comments, opinions, observations, and analysis to either validate or invalidate the customer service system
6. marked by close acquaintance, association, or familiarity

Down

1. to express complaints, discontent, displeasure, or unhappiness
2. an event that occurs when something passes from one state or phase to another
3. discrimination against or prejudice towards others based on their appearance
5. the reason for the action

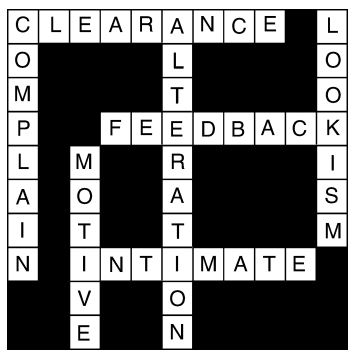
Answers

Across

1. clearance　　4. feedback　　6. intimate

Down

1. complain　　2. alteration　　3. lookism
5. motive



Part B

1. **annual** /ˈænjuəl/ *adj.* occurring or payable every year; completing its life cycle within a year 一年一次的；每年的

   We'd like to see your ***annual*** report for the last two years.

   我们想看看贵公司过去两年的年度报告。

2. **atmosphere** /ˈætməusfiə/ *n.* a particular environment or surrounding influence 气氛，氛围

   The talk was conducted in a cordial ***atmosphere***.

   会谈是在热情友好的气氛中进行的。

3. **conflict** /ˈkɔnflikt/ *n.* an open clash between two opposing groups (or individuals); opposition between two simultaneous but incompatible feelings 冲突；争执

   I check to make sure our schedule does not ***conflict***.

   我查看以确定我们的日程没有冲突。

4. **customary** /ˈkʌstəməri/ *adj.* in accordance with convention or custom; commonly used or practiced; usual 习惯性的；惯例的

   It is ***customary*** to tip the waiter.

   给侍者小费是一种习俗。

5. **discrimination** /disˌkrimiˈneiʃən/ *n.* unfair treatment of a person or group on the basis of prejudice 歧视

   She sued the company for racial ***discrimination***.

   她以种族歧视为由对公司起诉。

6. **experience** /iksˈpiəriəns/ *n.* the accumulation of knowledge or skill that results from direct participation in events or activities; the content of direct observation or participation in an event 经验，经历；感受

   He illustrated his point by relating his own ***experiences***.

   他用自己的经历说明他的观点。

7. **feel/be inclined to** /fiːl/biː inˈklaind tuː/ having a preference, disposition, or

tendency 倾向……的

I ***am inclined to*** query the accuracy of that statement.

我颇怀疑该声明的正确性。

8. **guarantee** /ˌgærənˈtiː/ *vt.* to give surety or assume responsibility; to make certain of 保证，担保

The maker ***guarantees*** this hair dye to stay on three weeks.

制造商保证染发剂使用后的有效期为 3 个星期。

9. **handle** /hændl/ *vt.* to be in charge of, act on, or dispose of 处理；操作；运用

We will ***handle*** this case with discretion.

我们会谨慎地处理这个案子。

10. **intangible** /inˈtændʒəbl/ *adj.* not having physical substance or intrinsic productive value 无形的；切实的

The trademark is our company's ***intangible*** asset.

商标是我们公司的无形资产。

11. **perception** /pəˈsepʃən/ *n.* the representation of what is perceived; basic component in the formation of a concept 知觉；感觉

His analysis of the problem showed great ***perception***.

他对该问题的分析显示出敏锐的洞察力。

12. **personality** /ˌpəːsəˈnæliti/ *n.* the complex of all the attributes—behavioral, temperamental, emotional and mental—that characterize a unique individual 个性

I wish I had a more confident ***personality***.

我希望我的个性更有自信。

13. **popularity** /ˌpɔpjuˈlæriti/ *n.* the quality of being widely admired or accepted or sought after 普及；流行；声望

Cyber bars have gained in ***popularity*** in recent years.

网吧近年来越来越流行。

14. **potential** /pəˈtenʃəl/ *adj.* existing in possibility; expected to become or be; in prospect 潜在的；可能的

The product has even more ***potential*** in export markets.

这种产品在出口市场上甚至会有更大的销售潜力。

15. retention /riˈtenʃən/ *n.* the act of retaining something; the power of retaining and recalling past experience 维系；保留；保持

The goal of customer ***retention*** marketing is to convert first-time or occasional buyers into loyal, long-term customers.

顾客维系营销的目标就是将第一次或偶然购物的买方成为长期忠实的客户。

16. rumor /ˈruːmə/ *n.* gossip (usually a mixture of truth and untruth) passed around by word of mouth 风评；谣言；传闻

The ***rumor*** is afloat that there is a run on the bank.

银行挤兑的谣言四起。

17. supplementary /ˌsʌpliˈmentəri/ *adj.* functioning in a subsidiary or supporting capacity; added to complete or make up a deficiency 附加的；补足的

The new students received ***supplementary*** instruction.

新生接受了补课。

18. stereotype /ˈstiəriətaip/ *n.* a conventional or formulaic conception or image 典范；老套

He's the ***stereotype*** of an army officer.

他属于那种老派的军官。

19. subculture /ˈsʌbkʌltʃə/ *n.* a social group within a national culture that has distinctive patterns of behavior and beliefs 亚文化

Probably one of the most misunderstood ***subcultures*** in our generation is the skinhead subculture.

或许我们这一代人最容易让人误解的就是光头亚文化。

20. telemarketing /ˈtelimɑːkitiŋ/ *n.* the use of the telephone as an interactive medium for promotion and sales 电话销售

Telemarketing is the most interactive marketing medium available nowadays.

电话销售是目前最具有互动性的营销媒介。

Drills

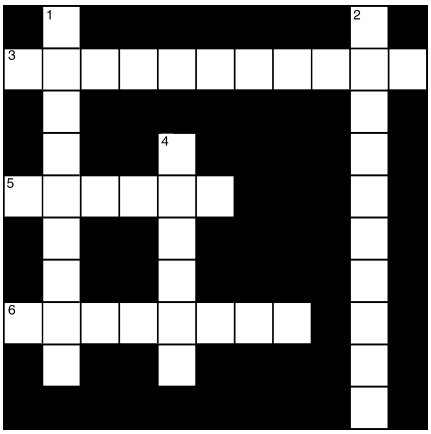
personality	guarantee	telemarketing	customary	potential
subculture	supplementary	discrimination	intangible	rumor

1. The racial _____ issue is a political hot potato.
2. The film takes a cool and dispassionate look at white working-class _____.
3. We won't be able to _____ you a room for February 2nd.
4. It is _____ to welcome a visitor with a shake.
5. The _____ had its origin in an impulsive remark.

Answers

1. discrimination 2. subculture 3. guarantee 4. customary 5. rumor

Cross Word



Across

3. the complex of all the attributes—behavioral, temperamental, emotional and mental—that characterize a unique individual
5. occurring or payable every year
6. an open clash between two opposing groups or individuals

Down

1. the power of retaining and recalling past experience
2. a particular environment or surrounding influence
4. to be in charge of, act on, or dispose of

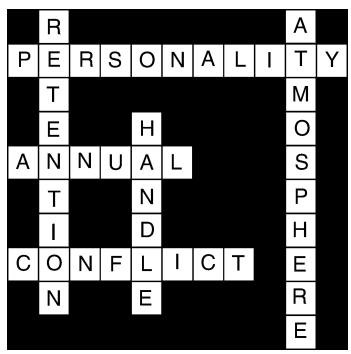
Answers

Across

3. personality　　5. annual　　6. conflict

Down

1. retention　　2. atmosphere　　4. handle



Exercise Seven

1. We have gone so far as to collect some useful statistics.
   (A) retain (B) gather (C) see (D) analyze
2. He was blamed for starting a rumor to create trouble.
   (A) anecdote (B) gossip (C) strike (D) struggle
3. A factory must try to diversify for further development.
   (A) simplify (B) classify (C) amplify (D) modify
4. The design will be examined by a special committee first.
   (A) proposal (B) suggestion (C) plan (D) frame
5. We must concentrate our attention on efficiency.
   (A) emergency (B) effectiveness (C) inefficacy (D) power
6. The government adopted a strategy of massive deflation.
   (A) project (B) policy (C) program (D) intention
7. He always follows the latest fads.
   (A) popularities (B) models (C) fashions (D) tendencies
8. Could you explain the advantages and disadvantages of globalization in detail?
   (A) localization (B) union
   (C) internationalization (D) universality
9. We must embrace this gradual awareness of environment protection.
   (A) knowledge (B) insight
   (C) reminiscence (D) impression
10. We must enquire further into the matter.
    (A) consult (B) consider (C) review (D) investigate
11. His comment when he heard the news is not printable.
    (A) speech (B) presentation (C) remark (D) critique
12. The sales department makes an accurate forecast of sale.
    (A) predict (B) broadcast (C) forehead (D) indication
13. Style diamonds have little intrinsic value and their price depends almost entirely on their scarcity.
    (A) intense (B) internal (C) subtle (D) inherent
14. The manner of presentation is highly important.
    (A) recommendation (B) representation
    (C) demonstration (D) statement

15. The market oriented distribution has become a dominant mode for distribution and has played an increasing important role in every field of social life.
(A) pointed (B) eastern (C) surrounding (D) directed
16. Mother observed that it had suddenly grown much colder.
(A) looked (B) saw (C) discovered (D) resolved
17. We need a yardstick to measure our performance by.
(A) structure (B) system (C) standard (D) specification
18. The probability of that situation is very low.
(A) possibility (B) reliability (C) rate (D) presumption
19. This table is strong and durable.
(A) long-lasting (B) extensive (C) far reaching (D) eternal
20. Modern society cannot reject the broadcast of information.
(A) deject (B) deny (C) decline (D) refuse

Answers

1. B	2. B	3. D	4. C	5. B
6. B	7. C	8. C	9. A	10. D
11. C	12. A	13. B	14. C	15. D
16. C	17. C	18. A	19. A	20. D

Unit 22

Job Application & Interview
工作申请与面试

Part A

1. **trainee** /treiˈniː/ *n.* someone who is employed at a low level in a particular job in order to learn the skills needed for that job 新兵；练习生，实习生

   My first job was as a graduate ***trainee*** with a bank.
   我的第一份工作是在一家银行做大学毕业实习生。

2. **reference** /ˈrefrəns/ *n.* a formal recommendation by a former employer to a potential future employer describing the person's qualifications and dependability 介绍信；证明书

   A ***reference*** letter can boost employees' confidence in a depressing economy.
   一封推荐信能在经济低迷时为员工的自信心打上一剂强心针。

3. **solid** /ˈsɔlid/ *adj.* characterized by good substantial quality 固体的；可靠的；结实的

   At 40, he had ***solid*** experience as an online marketing exec, but no one was hiring him.
   作为一个 40 岁的人，他有着丰富的在线营销管理经验，但却始终没被录用。

4. **foundation** /faunˈdeiʃən/ *n.* the basis on which something is grounded 基础；地基；根据

   Job evaluation is the ***foundation*** of the whole designation on position and compensation system.
   工作评估是整个职位薪酬体系设计的基础。

5. **quit** /kwit/ *vt.* /*vi.* to choose to leave a job; to give up or retire from a

position 离开；辞职

It would be folly to ***quit*** your job before finding a new one.

在你找到新的工作前就辞职是不明智的。

6. **apply for** /ə'plai fɔ:/ *v.* to ask (for something) 申请

If you want to ***apply for*** a job, you have to prepare for interview, during which there are always some difficult questions that you have to answer.

你若要申请工作，就得作好面试的准备，到时常常得回答一些棘手的问题。

7. **available** /ə'veiləbl/ *adj.* obtainable or accessible and ready for use or service 可获得的；可找到的；有空的

In the final paragraph mention any dates that you won't be ***available*** for an interview and remember to thank the employer and say that you look forward to hearing from them.

最后一段要指出不能参加面试的时间，并对雇主表示感谢，期望从他们那里得到回复。

8. **qualified** /'kwɔlifaid/ *adj.* meeting the proper standards and requirements and training for an office or position or task 合格的；有资格的

It also means that your "guanxi" or connections can be very important as a tie-breaker when a hundred equally-***qualified*** applicants are after the same job.

这也意味着当有一百名资质相同的申请者竞争同一份工作时，你的关系或人脉将成为制胜的决定性因素。

9. **character** /'kæriktə/ *n.* all the qualities that make people distinct from other people or places 性格，品质；特性

Requests for ***character*** references are all too often answered evasively.

品行推荐信的请求总是会被人避免回答。

10. **description** /di'skripʃn/ *n.* an account which explains what someone or something is or what they look like 描述；形容

Thank you for sending me the job ***description*** for the post of Assistant Personnel Officer.

感谢您寄来的有关人事助理一职的工作说明。

11. **diploma** /di'pləumə/ *n.* a document certifying the successful completion of a course of study 毕业证书，学位证书；奖状

If you have a lot of knowledge and practical experience in your field but no ***diploma*** to show for it, don't worry because you can prove yourself with your performance.

如果你在你的专业领域有丰富的知识和很多的实践经验，但是这些却不能通过证书来反映出来，也不要担心，因为你可以通过你的工作表现来证明自己。

12. expected /ik'spektid/ *adj.* considered likely or probable to happen or arrive 预期的；预料的

Please email or fax your resume (both in English and Chinese), diploma, training certificates and ***expected*** salary to the following address within two weeks.

请在两周内发电子邮件或传真你的简历（中英文）、毕业证书、培训证书以及期望薪水到下列地址。

13. graduate /'grædjueit, -dʒueit/ (1) *vi.* to receive an academic degree upon completion of one's studies 毕业 (2) *n.* a person who has successfully completed a degree at a university or college 大学毕业生

I want to give them every opportunity to ***graduate*** with skills that allow them to have fulfilling careers — careers where they contribute to the field.

我想给他们机会，让他们毕业时能够获得满足职业要求的技能——他们能在自己的职业生涯领域作出贡献。

14. interpersonal /ˌintə'pəːsənl/ *adj.* relating to relationships between people 人际的；人与人之间的

The result of the survey clearly indicates that many employees were well prepared in business knowledge and computer skills, but lacked ***interpersonal*** skills to interact gracefully with customers.

该调查结果清楚地显示，很多员工在商业知识和计算机技能方面准备充足，但是缺乏与客户得体沟通的人际交往能力。

15. skills set /'skilz ˌset/ *n.* a particular combination of skills that a person has developed, especially ones that can be used in a job 一套技能

If we were fully participating in the moment and sharing in solving the problem, we probably could have found a way to assist within our talents and ***skills set***.

如果我们马上完全参与并且分担解决问题，那么我们就可能会以我们的才能

和技能找到援助的方法。

16. requirement /riˈkwairmənt/ *n.* something that is required in advance 要求；必要条件；必需品

In some cases, companies will post highly detailed job ***requirements*** in want ads, despite the fact that the job may actually require a generalist candidate with a broad set of skills.

在某些情况下，企业会在招聘广告中列出十分具体的职位要求，尽管该职位实际上可能需要一位拥有广泛技能的全才应聘者。

17. practical /ˈpræktikəl/ *adj.* guided by actual experience and observation rather than theory 实际的；实用性的

That is why I believe that knowledge gained from ***practical*** experience is more important than that acquired from books.

那就是为什么我认为从实际经验中获得的知识比从书本中所得到的知识更为重要。

18. qualification /ˌkwɔlifiˈkeiʃən/ *n.* an attribute that must be met or complied with and that fits a person for something 资格；条件；限制

Responsibility and reliability are necessary ***qualifications***, as well as a friendly and outgoing personality.

责任感和可靠性是必需的素质，友善和外向的性格也必不可少。

19. vacancy /ˈveikənsi/ *n.* a job or position that has not been filled 空缺；空位；空白

One experienced headhunter told me she had never been asked for a lawyer to fill a board ***vacancy***.

一位经验丰富的猎头曾告诉我，从未有人委托她物色一位律师，来填补董事会空缺。

20. working experience /ˈwəːkiŋ ikˈspiəriəns/ *n.* any experience that a person gains while working in a specific field or occupation 工作经验

Some fresh graduates who have little or no ***working experience*** may face a similar problem, in that they cannot get experience until they get a job, but cannot get a job as they have no experience.

一些缺乏社会工作经验的应届大学毕业生往往都会面临同样的两难困境，那就是除非找到一份工作，否则没有工作经验；然而他们却找不到工作，恰恰

又是因为没有工作经验。

Drills

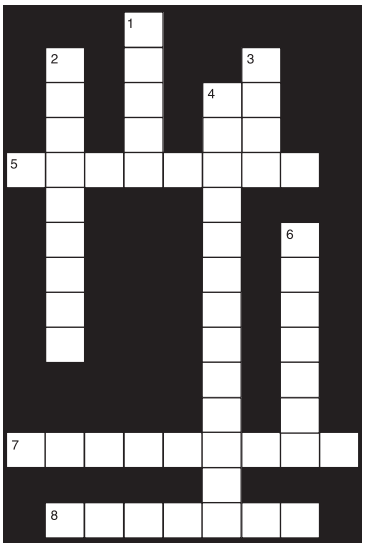
qualification	vacancy	practical	requirement	graduate
diploma	qualified	available	reference	trainee

1. He started as a management _____ like yourselves.
2. She has met the minimum educational _____ for qualification.
3. Responsibility and reliability are necessary _____, as well as a friendly and outgoing personality.
4. Most _____ are at the senior level, requiring appropriate qualifications.
5. The official at the human resources department has asked me for two _____.

Answers

1. trainee 2. requirements 3. qualifications 4. vacancies 5. references

Cross Word



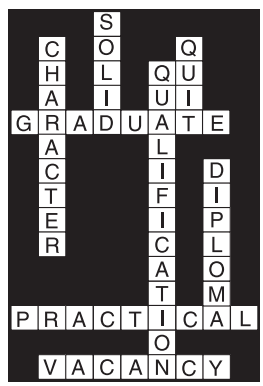
Across

5. to receive an academic degree upon completion of one's studies
7. guided by actual experience and observation rather than theory
8. a job or position that has not been filled

Down

1. characterized by good substantial quality
2. all the qualities that make people distinct from other people or places
3. to choose to leave a job
4. an attribute that must be met or complied with and that fits a person for something
6. a document certifying the successful completion of a course of study

Answers



Across

5. graduate　　7. practical　　8. vacancy

Down

1. solid　　2. character　　3. quit
4. qualification　　6. diploma

Part B

1. **contact** /ˈkɔntækt/ *vt.* /*vi.* to be in or establish communication with（使）接触，联系

Secondly, you may ***contact*** Human Resource and other employment agencies in California to find out what jobs are available to fit your interest and qualification.
其次，你可以联系加州的人力资源和其他就业机构来发现那些适合你的兴趣和资质的工作。

2. **recruitment** /riˈkruːtmənt/ *n.* enlisting people for the army（or for a job or a cause etc.）补充；征募新兵

Employment interview is a subjective evaluation process concerning the interviewer and the interviewee, and it also is a vital method for ***recruitment***.
招聘面试是考官对求职者的主观评价过程，是大部分企业招聘新员工的一种重要方法。

3. **promotion from within（PFW）** /prəˈməuʃən frəm wiˈðin/ a commitment to consider current employees for promotion opportunities before hiring candidates from outside of the organization 内部提升

Best Buy actively encourages all its employees to suggest improvements to the company's work processes, much as Toyota does, and favors ***promotion from within***.
百思买（Best Buy）积极鼓励其所有员工像丰田那样对公司的工作流程提出改进建议，并从中提拔优秀员工。

4. **posting** /ˈpəustiŋ/ *n.* sign posted in a public place as an advertisement 公布；邮递；布置

Each job ***posting*** will stress different qualities over others, so rework each résumé to highlight the experience and skills that correspond to that particular employer.
每个工作岗位公告对不同要求都有不同程度的强调，因此你要修改每份简历，使它突出特定雇主所需要的经验和技能。

5. **degree** /diˈgriː/ *n.* an award conferred by a college or university signifying that the recipient has satisfactorily completed a course of study

学位

After obtaining a specific college ***degree***, a job applicant can be competitive for previously unavailable jobs.

获得了大学的某个学位之后，求职者就在先前不可能得到的工作上有了竞争力。

6. **agency** /ˈeidʒənsi/ *n.* a business that serves other businesses 代理，中介；代理处

"The research demonstrates how motivational it can be to gain a prestigious job title," said Paul Rapacioli, director of employment ***agency*** Reed's Internet Service, which carried out the survey.

调查是由职业介绍所里兹网络服务公司主持的，该公司主管保罗·拉帕西奥利说："这次调查表明，得到一个令人尊敬的头衔会产生多大的鼓舞作用。"

7. **internship** /ˈintɜːnʃip/ *n.* a position held by an intern, or the period of time when someone is an intern 实习生的职位；实习期

First I would just send my resume to every game studio's human resource department asking for an ***internship*** regardless of if I saw one posted or not.

首先我会给每个游戏工作室的人力资源部门发我的简历，询问是否需要实习生，不管他们是否宣称正在招募实习生。

8. **selection** /siˈlekʃən/ *n.* the act of choosing or selecting 选择，挑选；精选品

One advantage of this strategy is to encourage self-***selection*** among candidates since some will decide they are not fitted for a particular role or employer.

这种战略的一个优点就是，鼓励求职者进行自我选择，因为一些人将判定他们不适合某个特定的职位或公司。

9. **validity** /vəˈlidəti/ *n.* the quality of having legal force or effectiveness 有效性；正确；正确性

Human resource strategy is significantly linked to many aspects of leadership ***validity***, such as, organization commitment, job satisfaction, and organization performance.

人力资源战略与领导效能的许多方面，如组织承诺、工作满意感和组织绩效等存在着显著的关系。

10. **objectivity** /ˌɔbdʒekˈtivəti/ *n.* judgment based on observable phenomena

and uninfluenced by emotions or personal prejudices 客观；客观性

The recruitment conclusion relies entirely on the record of the interview, the authenticity and ***objectivity*** of which can't be guaranteed.

得出的招聘结论完全依赖面试时的谈话记录，但面试记录的真实性和客观性则无法得到保证。

11. norm /nɔːm/ *n.* a standard or model or pattern regarded as typical 标准，规范

The changes include hiring external fund administrators, particularly in the US where this has not been the ***norm***, and increasing the frequency and depth of reporting to clients.

相关的变化包括聘用外部基金管理人——特别是在这种做法尚未成为规范的美国、提高客户报告的频率和深度等。

12. cutoff score /ˈkʌtɔːf skɔː/ *n.* the minimum number of points that someone must score on a test in order to be considered for a job, etc. 录用分数线

If you have large applicant pools, using a hard ***cutoff score*** is a great way to efficiently filter your candidates, and to screen out those who lack the basic aptitude or skills required for the job.

如果你有很多申请者，那么使用录取分数线是一个很好的方式来有效地过滤你的应征人员，并筛选出那些缺乏该工作所需的基本能力或技能的人员。

13. job knowledge /dʒɔb ˈnɔlidʒ/ *n.* one's mastery of the concepts needed to perform certain work 业务知识

Doing most of the work to prepare a performance profile ahead of time demonstrates solid ***job knowledge*** and will earn you some potential partnership points.

事先花大量时间准备绩效概况，可证明你的业务知识扎实，也会为你潜在的团队合作加分。

14. employment /imˈplɔimənt/ *n.* the state of being employed or having a job 使用；职业；雇用

All too often, novice interviews don't have a good technique for probing the "inner being" of the managerial candidate in the ***employment*** interview.

很常见的是，在面试过程中，面试新手缺乏试探经理候选人"内心世界"

的技巧。

15. **unstructured** /ʌnˈstrʌktʃəd/ *adj.* lacking definite structure or organization 无社会组织的；松散的；非正式组成的

Unstructured interviews allow questions based on the interviewee's responses, and proceed like a friendly, non-threatening conversation.

非结构化面试允许问题建立在被面试人的反应上，并且以一种友好的、不具威胁性的对话方式进行。

16. **structured** /ˈstrʌktʃəd/ *adj.* having a distinct physical shape or form 有结构的；有组织的

We have introduced a more ***structured*** training programme.

我们已经推出了一门更系统的培训课程。

17. **group** /gruːp/ *n.* any number of entities (members) considered as a unit 组；团体

Sometimes for introverted people the ***group*** interview can be very daunting.

有时候，对于内向性格的求职者而言，小组面试可能会让他们望而却步。

18. **vocational** /vəuˈkeiʃənəl/ *adj.* of or relating to a vocation or occupation; especially providing or undergoing training in special skills 职业的，行业的

Vocational interest test is one of the approaches to select a proper job as vocation counselor.

职业兴趣测试是在从事职业辅导员工作时选择适合工作的指标之一。

19. **interviewee** /ˌintəvjuːˈiː/ *adj.* a person who is interviewed 被接见者；被访问者

If only you could choose your seats, you should have seated besides one side of the ***interviewee***, not opposite.

要是可以选择座位的话，要坐在面试者桌子的侧面，而不要坐在他的正对面。

20. **interviewer** /ˈintəvjuːə(r)/ *n.* a person who conducts an interview 面试官；会见者；面谈者

Once your interview is done, address the ***interviewer*** by name, smile and offer genuine appreciation for the investment of his or her time in your future with the company.

当你的面试结束后，面带微笑叫出面试官的名字，然后向他/她表达自己真挚的感谢，感谢他/她抽出时间给你提供一个工作机会。

Drills

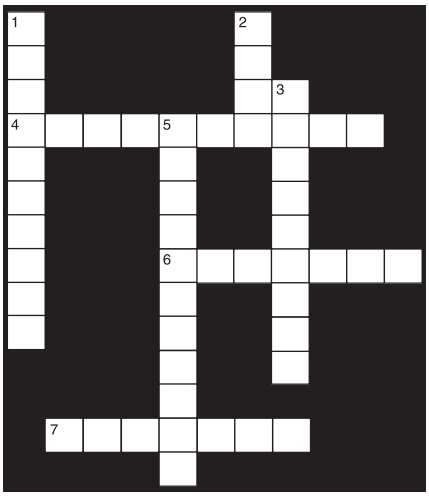
contact	recruitment	promotion	posting	agency
internship	selection	employment	vocational	interviewer

1. We will record this information in our database and _____ you if and when a suitable opportunity arises.
2. The lengthy and complex _____ process of a Chief Finance Officer has sometimes been criticized for producing stodgy and unadventurous shortlists.
3. The appointment to deputy operating chief was seen as a _____ at the time.
4. Khan was offered a summer _____ on the spot in a private equity firm in Dubai, and used this as an opportunity to network with senior leaders and his fellow interns.
5. Look the _____ in the eye, smile, sit up straight and respect personal space if you want to land the internship that you want.

Answers

1. contact 2. selection 3. promotion 4. internship 5. interviewer

Cross Word



Across

4. the state of being employed or having a job
6. to be in or establish communication with
7. sign posted in a public place as an advertisement

Down

1. a person who conducts an interview
2. a standard or model or pattern regarded as typical
3. the act of choosing or selecting
5. judgment based on observable phenomena and uninfluenced by emotions or personal prejudices

Answers

Across

4. employment　　6. contact　　7. posting

Down

1. interviewer　　2. norm　　3. selection
5. objectivity

Unit 23

Pay & Promotion 薪酬与晋升

Part A

1. **payroll** /ˈpeirəul/ *n.* a list of employees and their salaries 工资册；在职人员工薪名册

   I heard she was off the ***payroll.***

   我听说她被解雇了。

2. **wage** /weidʒ/ *n.* the amount of money that is regularly paid to people for the work that they do; something that remunerates 工资；代价；报偿

   Take out a blank sheet of paper, and write down the "time budget" you prepared yesterday, and the approximate hourly ***wage*** you calculated earlier.

   拿出一张空白的纸，写下你昨天准备好的"时间预算"以及你早先算好的你每小时的实际工资。

3. **raise** /reiz/ *n.* an increase in your wages or salary 上升；加薪

   "Unfortunately, I got lies," he replied. "Every year my employer reminds me that my hard work is being appreciated by the management and that I am due for a huge salary ***raise***."

   "很不幸，我被骗过，"他回答，"每年我的老板都骗我说我的辛勤劳动受到管理层的赏识，应该得到大幅加薪。"

4. **windfall** /ˈwindfɔːl/ *n.* a sudden happening that brings good fortune (as a sudden opportunity to make money) 外快；意外之财

   Whenever you have a little ***windfall*** or make a good frugal choice, immediately save it for an extra debt repayment.

无论什么时候你发了横财或是节约了开支，立即把这些钱存起来作为额外债务偿还资金。

5. **year-end** /ˈjəːrˌend, ˈjiə-/ *adj.* taking place at the close of a fiscal year 年终的

Employees are urged to be discreet in their spending and not to flaunt their wealth. This reminder normally comes during the ***year-end*** bonus time.

一般在年底发奖金时，公司会提醒员工花钱要有尺度，不要浪费自己的财富。

6. **overtime pay** /ˈəuvətaim pei/ *n.* additional financial compensation for any hours worked by nonexempt staff over the amount of forty hours per week 加班费

In the letter, the five employees asked for the ***overtime pay*** they said is owed them and for compensation for health damages.

在信中，这五名员工要求支付所欠的加班工资和他们的健康损失补偿。

7. **punch** /pʌntʃ/ *n.* making holes in something 打孔

When you get to work, you put your card in the ***punch*** clock, and it will print your starting time on the card.

你来上班的时候，把你的卡片放进考勤表，它就会打出你的上班时间。

8. **paycheck** /ˈpeitʃek/ *n.* a check issued in payment of wages or salary 付薪水的支票，薪水

All of us know how important work is not just for the ***paycheck***, but for the peace of mind that comes with knowing you can provide for your family.

我们所有人都知道工作的重要性，不仅仅是为了一份薪水，也为了心灵的平静，这份平静是随着你能供养自己的家庭而来。

9. **merit pay** /ˈmerit pei/ *n.* extra pay awarded to an employee on the basis of merit 绩效工资

Microsoft Thursday announced it would do away with ***merit pay*** increases for employees in the next fiscal year.

微软周四宣布下一个财年将不会提高员工的绩效工资。

10. **unpaid** /ʌnˈpeid/ *adj.* without payment 未付款的；[税收] 未缴纳的；无

报酬的

Around 15% of employees said they had either accepted a pay freeze or deliberately not requested a pay rise, while 14% had taken ***unpaid*** leave.

大约15%的员工表示，他们要么接受薪水冻结，要么刻意不提加薪要求，而14%已经接受无薪假期。

11. income tax /ˈinkʌm tæks/ *n.* a personal tax levied on annual income 所得税

Everyone with an income should pay ***income tax*** equal to a modest percentage of his income.

任何有收入的人都应当支付一笔与之相称的适当百分比的所得税。

12. take-home /ˈteikˈhəum/ *adj.* (of salary or wages) remaining after all deductions including taxes (工资扣税等后) 实得的

These calculators will show you your gross pay, how much goes to taxes and how much you'll be left with, which is also known as net, or ***take-home*** pay.

这些计算器会告诉你有多少工资总额、交多少税、剩下多少，或者说工资净额、实得工资。

13. managerial /ˌmænəˈdʒiəriəl/ *adj.* of or relating to the function or responsibility or activity of management 经理的；管理上的

He has also had ***managerial*** experience on every level.

他还有各个层级的管理经验。

14. net /net/ *adj.* remaining after all deductions 纯粹的；净余的

This report offers a handy guide to how long it takes a worker on the average ***net*** wage to earn the price of a Big Mac in 73 cities.

这份报告提供了一种简单的说明，统计了在73个城市里，一般净工资收入水平的工人需要工作多长时间才能赚到一个巨无霸的钱。

15. fine /fain/ *n.* money extracted as a penalty 罚款

He was ***fined*** ¥500 and banned from driving for one month.

他被罚款500元，而且一个月禁止开车。

16. minimum wage /ˈminiməm weidʒ/ *n.* the lowest wage that an employer is allowed to pay, determined by contract or by law 最低工资

In less developed countries, employers frequently pay workers below the ***minimum wage***, and some employers do not pay their workers at all.
在不发达的国家，雇主常付给工人低于最低工资的薪水，而且有些雇主根本不给他们的工人支薪。

17. hourly /ˈauəli/ *adj.* occurring every hour or payable by the hour 每小时的，以钟点计算的

hourly wage 小时工资，时薪

You're just spreading a slightly higher average ***hourly*** wage over a longer period, so it seems like you're taking a lower wage in exchange for more days off.
只是将你的略微高的平均小时工资分布在一段较长的时间，所以看起来你用较低的工资换得更多的休假。

18. monthly /ˈmʌnθli/ *adj.* occurring every month or payable by the month 每月的，每月一次的；有效期为一个月的

monthly wage 月工资，月薪

I get a monthly wage of ￥5000.
我每月工资是5000元。

19. piecework /ˈpiːswək/ *n.* work paid for according to the quantity produced 计件工作

The quality rank ***piecework*** wage system which means wage depends on the key performance indication, such as output, quality and so on, was carried out in the production workshop.
生产车间执行的是与产量、质量等主要业绩指标挂钩的质量等级计件工资制。

20. ceiling /ˈsiːliŋ/ *n.* an upper limit on what is allowed; the overhead upper surface of a room 上限；天花板

U. S. should copy Switzerland and consider a "wage ***ceiling***" ratio, too. The ratio means to cap executive pay at 12 times what the lowest-paid worker at a company makes.
美国应该仿效瑞士，也考虑"最高工资"比例。这个比例意味着，高管的收入被限制在公司最低工资员工收入的12倍以内。

Drills

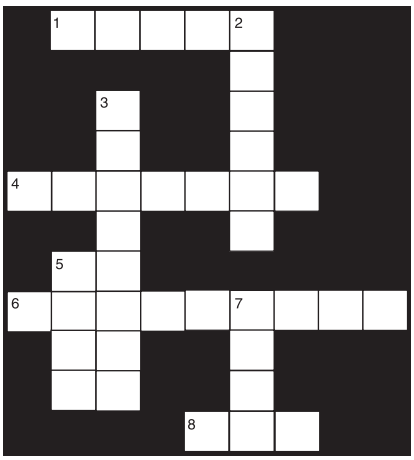
minimum wage	monthly	windfall	year-end
hourly	paycheck	merit pay	piecework
payroll	wage		

1. It amazes and disgusts me how unscrupulous and unethical companies are able to get around the minimum wage laws by paying _____ like this.
2. The company had to remove 6,500 agents from its _____ and turn them into independent contractors.
3. When employers are calculating the prevailing _____ for these workers, they suddenly become low skilled workers.
4. Much as investors enjoy a _____, they also appreciate a steady stream of cold, hard cash.
5. For the past year, average _____ earnings are up 1.7%, while prices are up about 2%.
6. There is no outside organization providing a steady _____, benefits, retirement programs and job security.
7. As far as dollar amounts go, Bay Area residents have the highest average _____ payments.

Answers

1. piecework 2. payroll 3. wage 4. windfall 5. hourly 6. paycheck 7. monthly

Cross Word



Across

1. making holes in something
4. a list of employees and their salaries
6. work paid for according to the quantity produced
8. remaining after all deductions

Down

2. occurring every hour or payable by the hour
3. a check issued in payment of wages or salary
5. money extracted as a penalty
7. the amount of money that is regularly paid for work or services

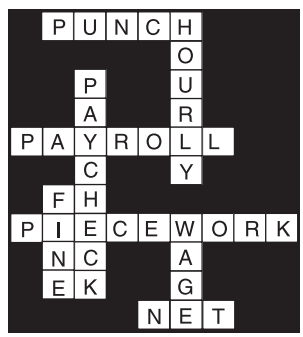
Answers

Across

1. punch　　4. payroll　　6. piecework
8. net

Down

2. hourly　　3. paycheck　　5. fine
7. wage



Part B

1. **probation** /prəˈbeiʃən/ *n.* a trial period during which your character and abilities are tested to see whether you are suitable for work or for membership; the testing or trial of a person's conduct, character, qualifications, or the like 试用；试用期

   Employee appointment to the council will be subject to a term of ***probation*** of 6 months.

   到该理事会任职须经过6个月的试用期。

2. **promotion** /prəˈməuʃən/ *n.* advancement or act of raising in rank or position 提升，晋升；推销

   We all know that Mr. Smith is requesting ***promotion***.

   我们都知道史密斯先生在申请升职。

3. **congratulation** /kənˌgrætjuˈleiʃən/ *n.* an expression of pleasure at the success or good fortune of another 祝贺；贺词

   People crowded round the manager with ***congratulations*** on his promotion.

   人们簇拥着那个经理，向他祝贺升职。

4. **demonstrate** /ˈdemənstreit/ *vt.* to provide evidence for or stand as proof of; to show by one's behavior, attitude, or external attributes 证明；展示；论证

   She ***demonstrated*** a new car to customers in the department store.

   她在百货公司向顾客示范驾驶一辆新汽车。

5. **recommend** /ˌrekəˈmend/ *vi.* to present as worthy of confidence, acceptance, use, etc.; to commend; to mention favorably 推荐；建议

   I ***recommend*** that you ask for promotion as soon as possible.

   我建议你尽快提出升职。

6. **career** /kəˈriə/ *n.* a person's progress or general course of action through life or through a phase of life, as in some profession or undertaking 职业

   The training program will be tailored to an employee's ultimate ***career*** objective.

   此培训课程将有助于员工实现职业生涯的最终目标。

7. **progress** /ˈprəugres/ *n.* gradual improvement or growth or development 进步，发展；前进

I will keep you posted about the ***progress*** of my next project.

我将把我的下一个项目的进展情况汇报给你。

8. **accomplish** /əˈkɔmpliʃ/ *vt.* to gain with effort; to bring to its goal or conclusion 完成

It has never been her boast that she alone could ***accomplish*** the work.

她从没有夸口说她能单独完成那项工作。

9. **elect** /iˈlekt/ *vt.* to select by a vote for an office or membership 选举；选择；推选

I'm so glad that you were ***elected*** the leader.

我真高兴你被选为领导了。

10. **director** /diˈrektə, daiˈrektə/ *n.* the manager or chief executive of certain schools, institutes, government bureaus, etc.; someone who controls resources and expenditures 主任，主管；导演

I'm glad that you were promoted to ***director*** of the department, and you've been a great asset to our department.

我真高兴你晋升为部门总监了。你一直是我们部门的栋梁之材。

11. **post** /pəust/ *n.* a job in an organization 岗位；职位

We hope you're successful in your new ***post*** in the treasury.

我们祝你在新的财务岗位上成功。

12. **position** /pəˈziʃən/ *n.* situation or condition, especially with relation to favorable or unfavorable circumstances 职位，岗位

Your personality will help you climb up ***positions*** in work. You have always been persistent and responsible.

你的性格有助于你在工作中升职。你一直很有毅力和责任心。

13. **persistent** /pəˈsistənt/ *adj.* constantly repeated; persisting, especially in spite of opposition, obstacles, discouragement, etc. 固执的，坚持的；持久稳固的

We intend to utilize this knowledge to focus future efforts on overcoming ***persistent*** challenges and obstacles in business.

我们计划利用这一知识，在今后侧重于努力克服工作上持续的挑战和障碍。

14. **responsible** /risˈpɔnsəbl/ *adj.* answerable or accountable, as for something within one's power, control, or management (often followed by to or for) 负责的，可靠的；有责任的

You are too young for such a ***responsible*** position.

对于这样一个责任重大的职位，你太年轻了。

15. **overpay** /ˌəuvəˈpei/ *vt.* to pay more than is necessary or reasonable 多付给（某人）钱，给（某人）过高报酬

Has Jack been ***overpaid*** for his work?

杰克的工作报酬是否过高？

16. **nominate** /ˈnɔmineit/ *vt.* to propose (someone) for appointment or election to an office; to appoint to a duty or office 推荐；提名

If your company offers recognition for extraordinary contributions, ask your boss to ***nominate*** you.

如果你们公司设有特殊贡献奖的话，让你的上司提名你参选。

17. **seniority** /ˌsiːniˈɔrəti/ *n.* higher rank than that of others especially by reason of longer service 年长；职位高；资历

Influenced by old ideas, some units assign posts according to ***seniority***.

由于受旧观念的影响，有些单位分配工作按资排辈。

18. **acting** /ˈæktiŋ/ *adj.* serving temporarily, especially as a substitute during another's absence; not permanent 代理的

The new ***acting*** manager has a reputation of being someone who is independent.

这位新的临时代理经理有极有主见的名声。

19. **solution** /səˈluːʃən/ *n.* the act of solving a problem, question, etc. 解决方案

You look for the ***solution***. That is why your promotion does not surprise me. People like you are valuable in all senses.

你总是寻求解决方案。这就是为什么你的升职一点儿也不让我惊讶。从各方面来说，像你这样的人是很有价值的。

20. **devotion** /diˈvəuʃən/ *n.* an assignment or appropriation to any purpose, cause, etc. 献身，奉献；忠诚

You put passion and ***devotion*** to all you do, and all that will make you get even further. Getting a promotion is only a small step.

你对你所做的一切工作都付出热情和奉献，这一切将使你更进一步。获得晋升只是很小的一步。

Drills

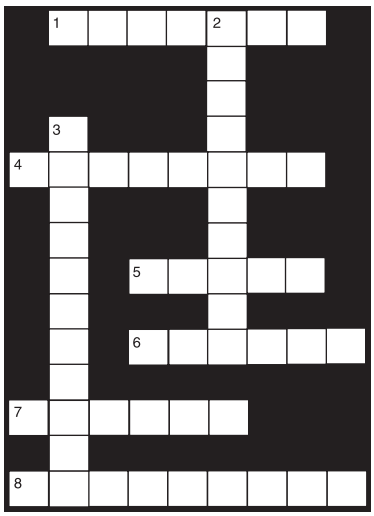
devotion	nominate	career	director	overpay
acting	solution	position	accomplish	persistent

1. He went off in a huff just because we failed to _____ him as club president.
2. Mr. Davie was appointed as acting _____ general on Saturday after Mr. Entwistle announced his resignation.
3. Now Burns is considered a top candidate for CEO after Ulukaya steps down from the _____.
4. For example, excessive debt and _____ unemployment may limit spending, raise interest rates and crimp growth.
5. You can apply this to anything: a new job, board service, _____ change, house renovation, investing.

Answers

1. nominate 2. director 3. position 4. persistent 5. career

Cross Word



Across

1. to pay more than is necessary or reasonable
4. an assignment or appropriation to any purpose
5. to select by a vote for an office or membership
6. serving temporarily especially as a substitute
7. a person's progress or general course of action through life or through a phase of life

Down

2. constantly repeated
3. to provide evidence for or stand as proof of

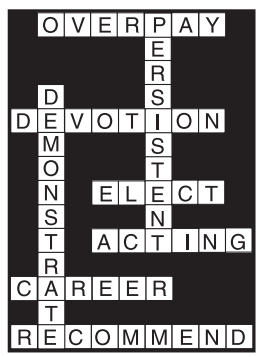
Answers

Across

1. overpay　　4. devotion　　5. elect
6. acting　　7. career

Down

2. persistent　　3. demonstrate



Unit 24

Welfare Benefits 员工福利待遇

Part A

1. **wellbeing** /ˌwelˈbiːiŋ/ *n.* welfare; a state characterized by health, happiness, and prosperity 幸福；福利；安乐

   And more importantly, this sustainability plan must thread through every area of the organization, including employee ***wellbeing***.

   更重要的是，可持续发展计划必须贯穿组织的各个领域，包括雇员的福利待遇。

2. **reward** /riˈwɔːd/ *n.* something that you are given because you have behaved well, worked hard, or provided a service to the community 报酬；报答；酬金

   Current employment laws will be changed to ***reward*** effort and punish laziness.

   现行雇佣法要变，要奖勤罚懒。

3. **betterment** /ˈbetəmənt/ *n.* a change for the better; progress in development; the act or process of bettering 改善，改进；改良

   His application of Internet technology is for the ***betterment*** of mankind.

   他的网络技术应用是为了人类生活的改善。

4. **vacation** /vəˈkeiʃən; veiˈkeiʃən/ *n.* a period of suspension of work, study, or other activity, usually used for rest, recreation, or travel 假期；（房屋）搬出

   She dreamt about paid ***vacation*** plans when she should have been working.

   她在本应工作时胡思乱想着带薪度假计划。

5. **welfare** /ˈwelfɛə/ *n.* financial or other assistance to an individual or family from a city, state, or national government; similar assistance from company 福利；幸福；福利事业

Their talk ran upon the problems of company ***welfare*** and security system.

他们的谈话涉及公司福利和保障制度问题。

6. **allowance** /əˈlauəns/ *n.* a sum of money allotted or granted for a particular purpose, as for expenses 津贴，零用钱；允许

His company provided him with an ***allowance*** when he was studying in the English-speaking country.

他的公司为他在英语国家期间的学习提供了津贴。

7. **subsidy** /ˈsʌbsidi/ *n.* a direct pecuniary aid furnished by a government to a private industrial undertaking 补贴；津贴；补助金

Workers in the Los Angeles are planning a massive demonstration against financial ***subsidy*** cuts.

洛杉矶的工人们正在策划一场反对削减财政补贴的大游行。

8. **insurance** /inˈʃuərəns/ *n.* coverage by contract in which one party agrees to indemnify or reimburse another for loss that occurs under the terms of the contract 保险；保险费；赔偿金

I balanced the benefits against the costs of medical ***insurance***.

我权衡了医疗保险的好处和它的花费。

9. **release** /riˈliːs/ *n.* a freeing or releasing from confinement, obligation, pain, emotional strain, etc. 释放；发布

Under the agreement, ***release*** pay will be cut by about 10 percent for the staff who were employed after 2013.

根据这个协议，2013 年以后雇佣的员工的遣散费将被削减 10% 左右。

10. **title** /ˈtaitl/ *n.* a word that is used before someone's name in order to show their status or profession, such as 'Mr.', 'Mrs.', or 'Doctor' 称呼；职称

professional and technical titles 专业技术职务

She has been awarded the ***title*** Professor.

她已被授予教授职称。

11. **check** /tʃek/ *n.* a written order directing a bank to pay money 支票

He wrote his boss a ***check***, but it was bounced.

他开了一张支票给他的老板，但是被退票了。

12. **period** /ˈpiəriəd/ *n.* a round of time marked by the recurrence of some phenomenon or occupied by some recurring process or action 周期，期间；时期

The pay ***period*** at that company is 7 days.

那家公司的工资周期是 7 天。

13. **accumulation** /əˌkjuːmjəˈleiʃn/ *n.* the collecting together of things over a period of time 堆积；积累；积聚

I want to buy a house recently, so I should carry with housing ***accumulation*** fund.

我最近想买房，要提用住房公积金。

14. **leave** /liːv/ *n.* permission to be absent, as from work or military duty 许可，同意；休假

Why don't you take a few days' unpaid ***leave***?

你为什么不休几天无薪假？

15. **tax** /tæks/ (1) *n.* a sum of money demanded by a government for its support or for specific facilities or services 税金 (2) *vt.* to pay a part of one's income or profits to the government 征税

Husband and wife may be ***taxed*** separately on their incomes.

丈夫和妻子可能会分别被征收所得税。

16. **severance pay** /ˈsevərəns pei/ *n.* compensation paid by an organization to an employee who leaves because, through no fault of his own, the job to which he was appointed ceases to exist 遣散费

In Austria ***severance pay*** is due to anyone employed for more than three years.

在奥地利，任何就业三年以上的雇员都有解雇费。

17. **endowment** /inˈdaumənt/ *n.* the capital that provides income for an institution 捐赠；捐助；捐款

The company donates to the school ***endowment*** fund every year.

该公司每年向学校的捐赠基金捐款。

18. **treatment** /ˈtriːtmənt/ *n.* the management of someone or something; action or behavior toward a person, animal, etc. 处理；对待

We don't want any special ***treatment***.

我们不需要任何特殊待遇。

19. **automobile** /ˈɔːtəməbiːl, ˌɔːtəˈməubil/ *n.* a motor vehicle, with four wheels, usually propelled by an internal combustion engine 汽车

Some multinational companies offer ***automobile*** subsidies to senior members on the management team.

有些跨国公司给管理层的成员提供汽车补贴。

20. **housing** /ˈhauziŋ/ *n.* the providing of houses for a group or community 房屋；住房供给

The headquarters has allocated funds for ***housing*** subsidy to the branch.

总部已为该分公司的住房补贴拨付资金。

Drills

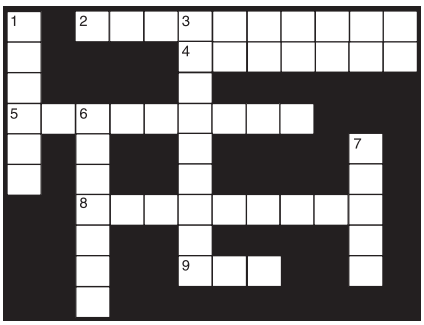
betterment	check	housing	severance	endowment
allowance	reward	subsidy	income	tax

1. Sure, some people like the security of a regular pay _____, but if recent events have taught us anything, it's that this kind of security is an illusion.
2. If a one-time _____ subsidy is also used, the economic environment of employees buying houses will be eased even more.
3. Many CTO and CIO are going the route of providing a technology _____ to employees.
4. The bankruptcy filing jeopardizes _____ payments awarded to employees over the past year as an inducement to leave their jobs.
5. He was given the job as a _____ for running a successful leadership bid.

Answers

1. check 2. housing 3. allowance 4. severance 5. reward

Cross Word



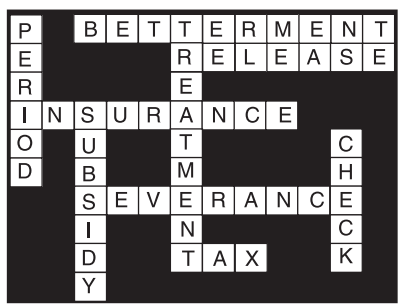
Across

2. a change for the better; progress in development
4. a freeing or releasing from confinement, obligation, pain, emotional strain, etc.
5. coverage by contract in which one party agrees to indemnify or reimburse another for loss that occurs
8. a sum of money that a company gives to its employees when it has to stop employing them
9. a sum of money demanded by a government for its support or for specific facilities or services

Down

1. a round of time marked by the recurrence of some phenomenon or occupied by some recurring process or action
3. the management of someone or something
6. a direct pecuniary aid furnished by a government to a private industrial undertaking
7. a written order directing a bank to pay money

Answers



Across

2. betterment
4. release
5. insurance
8. severance
9. tax

Down

1. period
3. treatment
6. subsidy
7. check

Part B

1. **team** /tiːm/ *n.* a number of persons associated in some joint action 团队

All the employees on the ***team*** were told to say they had social insurance and to express satisfaction with their residences and environment.

团队里所有的员工被告知他们要回答有社会保险，且同时要表达出对住宅和环境的满意。

2. **unemployment** /ˌʌnimˈplɔimənt/ *n.* the state of being unemployed or not having a job 失业；失业率；失业人数

unemployment insurance 失业保险

Your ***unemployment*** insurance will become effective from the third week of your being out of work.

你的失业保险将从你失业的第三周起生效。

3. **injury** /ˈindʒəri/ *n.* any physical damage to the body caused by violence or accident or fracture etc. 伤害，损害；受伤处

employment injury insurance 工伤保险

The results show that education, job security, employment ***injury*** insurance and self perception influence their job satisfaction significantly.

结果显示教育状况、工作环境中的安全状况、工伤保险和自我认知状况等会显著地影响工作满意度。

4. **retirement** /riˈtairmənt/ *n.* the state of being retired from one's business or occupation 退休，退役

retirement insurance 退休保险

Social Security is a type of ***retirement*** insurance paid by almost all American workers and employers.

社会保险是一种几乎所有美国工人和雇主都会投保的退休保险。

5. **direct** /diˈrekt, daiˈrekt/ *adj.* proceeding without deviation or interruption; straight and short 直接的；直系的

Direct financial compensation is an employee's base wage. It can be an annual salary, hourly wage or any performance-based pay that an employee receives, such as profit-sharing bonuses.

直接经济报酬是一个员工的基本薪水。它可以是年薪、时薪或者任何一个员工会得到的绩效薪水，比如分红奖金。

6. **indirect** /ˌindiˈrekt，ˌindaiˈrekt/ *adj.* having intervening factors or persons or influences 非直接的

Value-added taxes, sales taxes, and import duties are ***indirect*** taxes.

增值税、营业税和进口税都是间接税。

7. **external** /iksˈtəːnl/ *adj.* happening or arising or located outside or beyond some limits or especially surface 外部的；表面的；外面的

The aim of salary management is to obtain internal and ***external*** equity of salary system.

薪酬管理的目标是达到薪酬体系的内部公平和外部公平。

8. **internal** /inˈtəːnl/ *adj.* happening or arising or located within some limits or inside 内部的；内在的；国内的

The subject of our meeting was ***internal*** organization and personnel.

我们谈话的主要内容是内部组织机构和人事安排。

9. **factor** /ˈfæktə/ *n.* one of the elements contributing to a particular result or situation 因素；要素；因数

In modern monetary economy, the financial ***factor*** is exerting an increasingly greater influence on the development of national economy.

在现代货币经济中，金融因素对国民经济发展的影响日益显著。

10. **earn** /əːn/ *vt.* to receive money in return for work that one does 赚取，挣得

Players should be allowed to ***earn*** money from advertising.

应当允许运动员拍广告挣钱。

11. **follower** /ˈfɔləuə/ *n.* a person who accepts the leadership of another 追随者；属下；拥护者

This means that you must be happy to be a ***follower*** rather than a leader, especially in a business setting.

这就意味着你必须乐于成为一个跟随者，而不是领导者，特别是在商务事宜方面。

12. **classification** /ˌklæsifiˈkeiʃən/ *n.* a group of people or things arranged by class or category 分类；类别，等级

This kind of ***classification*** is not exhaustive.
这种分类法并不是包罗无遗的。

13. **comparison** /kəmˈpærisn/ *n.* relation based on similarities and differences 比较；对照；比喻

factor comparison method 因素比较法

Approaches for post evaluation mainly include ranking method, classification method, factor ***comparison*** method, point scoring method, Hay group, etc.
岗位评价方法主要有排序法、分类法、因素比较法、积点评分法、海氏法等。

14. **pay** /pei/ *n.* money given, usually in exchange for goods or services 工资，薪水；付款

If this happens to you, or happens to other people in the company who are at your ***pay*** grade, this should set off some warning bells.
如果这一切发生在你身上，或者是发生在与你同样薪酬等级的其他同事身上，这就可以算作某种征兆了。

15. **range** /reindʒ/ *n.* an area in which something acts or operates or has power or control 范围；幅度；排

Therefore, I'd expect a salary at the high end of your pay ***range*** for the position classification.
所以，我希望的是一份属于这个职位工资范围里最高的工资。

16. **ownership** /ˈəunəʃip/ *n.* the relation of an owner to the thing possessed; possession with the right to transfer possession to others 所有权；物主身份

Obviously, one way to do it is to actually make them owners, for example, with an employee stock ***ownership*** plan.
很显然，这样做的一个办法就是真正使雇员成为企业主（老板），例如，实施员工入股计划。

17. **competitive** /kəmˈpetətiv/ *adj.* be less expensive than other goods or services of the same kind 竞争的；（商品或服务）具有竞争力的

Qualified candidates will be offered with highly ***competitive*** benefit package.
对于合格录取者提供优厚的待遇。

18. **sharing** /ˈʃɛəriŋ/ *n.* using or enjoying something jointly with others 公

用，共享

The company uses profit ***sharing*** schemes instead of bonuses to tie people to the organization goals.

该公司使用分享利润的方式代替个人红利，以团结大家去完成团队目标。

19. cafeteria /ˌkæfiˈtiəriə/ *n.* a restaurant where you serve yourself and pay a cashier 自助餐厅

A "***cafeteria***" benefits plan allows employees to withhold a portion of their pre-tax salary to cover certain medical or child-care expenses.

自助计划允许员工预留一部分税前收入来支付某些医疗或者育儿开销。

20. maternity /məˈtəːnəti/ *adj.* the state of being pregnant; the period from conception to birth when a woman carries a developing fetus in her uterus 产科的；孕妇的

The new *Social Insurance Law* consolidates pension, medical, work-injury, unemployment and ***maternity*** insurance programs.

新的《社会保险法》将养老、医疗、工伤、失业和生育保险项目整合在一起。

Drills

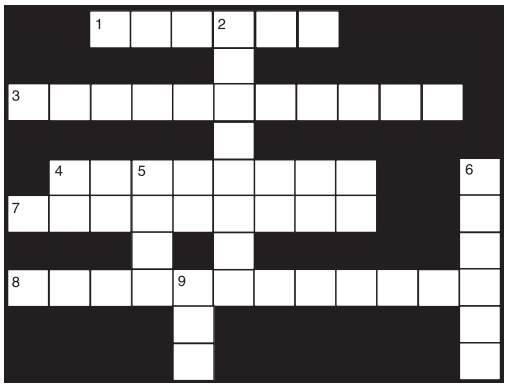
maternity	range	pay	endowment	comparison
followers	method	earn	retirement	profit

1. When an interviewer wants to talk money early on in your first meeting, Humbert advises asking about the salary _____ for the position you're seeking.
2. The threat of employment persuades workers to moderate their _____ demands.
3. Another _____ point that we like is general and administrative expenses as a fraction of revenue.
4. The adviser can begin by offering to set up a phone call, webinar or coffee with the new _____.
5. Those types of things where employers actually help contribute oftentimes to people's _____ savings.

Answers

1. range　2. pay　3. comparison　4. followers　5. retirement

Cross Word



Across

1. proceeding without deviation or interruption; straight and short
3. be less expensive than other goods or services of the same kind
4. happening or arising or located within some limits or inside
7. the state of being pregnant
8. the state of being unemployed or not having a job

Down

2. happening or arising or located outside or beyond some limits or especially surface
5. a number of persons associated in some joint action
6. anything that contributes causally to a result
9. money given, usually in exchange for goods or services

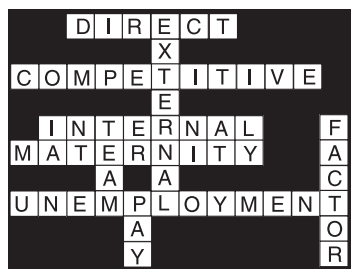
Answers

Across

1. direct
3. competitive
4. internal
7. maternity
8. unemployment

Down

2. external
5. team
6. factor
9. pay



Exercise Eight

1. If we do not confront and overcome these internal fears and doubts, if we protect ourselves too much, then we cease to grow on our career path.
   (A) external (B) outside (C) inner (D) inertial
2. The jobs at this big international company range from advertising sales to engineering.
   (A) scope (B) chain (C) cope (D) practice
3. We have an excellent retirement plan and medical insurance as well.
   (A) retreat (B) withdrawal (C) deletion (D) invalidation
4. The manager asks how and when; the leader asks what and why.
   (A) conductor (B) director (C) subordinate (D) follower
5. Labor contract should include the contract period, work content, labor remuneration, labor protection and labor conditions, labor discipline, law.
   (A) cycle (B) duration (C) season (D) generation
6. The great advantage of a subsidy, indeed, from the standpoint of the staff, is that it makes the incentive so clear and obtainable.
   (A) grant (B) pay (C) allowance (D) salary
7. Birth insurance treatment usually includes birth allowance, medical expenses, and maternity leave.
   (A) care (B) discussion (C) handling (D) dealing
8. Each month we reconcile our check book with the bank statement.
   (A) confirmation (B) verification
   (C) substantiation (D) written order
9. I expect the teams to develop their own work style, interact effectively, and develop ways of resolving conflicts for the betterment of the team.
   (A) improvement (B) reform (C) amendment (D) defining
10. After discussing within the team, you know whether you should for example delay the release or continue as normal.
    (A) liberation (B) freeing (C) loss (D) launch
11. The company does agree that insurance is essential for employees with children, and that is one of the main reasons that the company keeps offering it.
    (A) policy (B) assurance (C) severance (D) pressure
12. It can be more economical in the long run to hire an interim executive because

you are not paying hiring fees, benefits or severance.

(A) breach (B) departure (C) isolation (D) insulation

13. SAVE YOUR REFUND: If you receive a tax refund, use some or all of it to fund your emergency account.

(A) charge (B) assess

(C) limit (D) reimbursement

14. As for the material reward, "Life" gives the personnel generous wages, all kinds of allowance and favorable conditions of work and life.

(A) pocket money (B) permission (C) quota (D) subsidy

15. An example will demonstrate how these objects work together.

(A) prove (B) show (C) march (D) certify

16. In consideration of your extensive experience in the field, we are glad to appoint you as our agent.

(A) nominate (B) charge (C) define (D) furnish

17. While you are responsible for your duties, you cannot do everything by yourself.

(A) honest (B) accountable (C) safe (D) sure

18. You thought your colleagues would appreciate your devotion to work, but they might feel your hardworking exerts too much pressure on their part. Some of them might even make some cynical remarks.

(A) zeal (B) affection (C) commitment (D) cooperation

19. At the annual meeting, the shareholders can come and elect a board and the board then is in charge of the company.

(A) elite (B) choice (C) remarkable (D) choose

20. When I was first appointed as acting general manager, the plant was not even covering its costs and I was told that it would either be turned around or else!

(A) temporary (B) simulation (C) deputy (D) active

Answers

1. C	2. A	3. B	4. B	5. B
6. C	7. A	8. D	9. A	10. D
11. B	12. A	13. A	14. D	15. B
16. A	17. B	18. C	19. D	20. C

Unit 25

Rules & Regulations 公司规章制度

Part A

1. **confidentiality** /ˌkɔnfiˌdenʃiˈæləti/ *n.* being spoken, written, acted on, etc., in strict privacy or secrecy 机密，［计］机密性

   We clearly conclude that any of authorized staff or third party should obey the ***confidentiality*** responsibility established by our company.

   我们议定所有授权经办之同事或第三人均需遵守本公司规定的保密责任。

2. **disciplinary** /ˈdisiplinəri/ *adj.* relating to discipline in behavior 训诫的；规律的；训练的

   "The ***disciplinary*** commission is an independent organ," said the company spokesman. "It will decide if the case is of interest."

   该公司发言人说："纪律委员会是一个独立的机构，它会决定一些涉及利益的问题。"

3. **appeal** /əˈpiːl/ *n.* a serious and urgent request; a formal request for a decision to be changed 呼吁，请求；上诉

   Their ***appeal*** for help went unheeded.

   他们求助的呼吁未受到注意。

4. **referral** /riˈfəːrəl/ *n.* the act of referring (as forwarding an applicant for employment or referring a matter to an appropriate agency) 参照；提及；被推举的人

   Whenever someone gives you a ***referral***, get back to them and let them know the outcome.

   只要有人介绍客户给你，都要再跟他们联系，让他们知道结果。

5. **harassment** /ˈhærəsmənt/ *n.* a feeling of intense annoyance caused by being tormented 骚扰；烦恼

The parent company in the United States will not tolerate ***harassment*** or any other form of misconduct.

美国的母公司不能容忍骚扰或任何其他形式的不正当行为。

6. **rule** /ruːl/ *n.* something regarded as a normative example [数] 规则；(*pl.*) 条例，规章制度

But the new ***rules*** have been criticized because they do not include punishments for those who choose to ignore them.

但是这些新规定遭到了批评，因为它们没有包括对那些忽视规定的人做出惩处。

7. **regulation** /ˌregjuˈleiʃən/ *n.* a principle or condition that customarily governs behavior 条例；规程；章则

As per company ***regulation***, any paid employee won't have the right of authorship.

根据公司规定，拿了薪水的员工，不得拥有署名权。

8. **enforce** /inˈfɔːs/ *vt.* to ensure observance of laws and rules 实施，执行；强迫，强制

The agency will have broad authority to write and ***enforce*** rules on products from mortgages to credit cards to payday loans.

该局在针对抵押贷款、信用卡、短期贷款等一系列产品制定、实施监管规则方面，将拥有广泛的权力。

9. **violate** /ˈvaiəleit/ *vt.* to act in disregard of laws, rules, contracts, or promises 违反；侵犯，妨碍

The decision comes just days after the Obama administration announced that it would step up enforcement against companies that ***violate*** rules on anti-competitive behavior.

就在这一处罚决定宣布的几天之前，奥巴马政府发布了关于加大对违反竞争法规的公司的执法力度的声明。

10. **accounting** /əˈkautiŋ/ *n.* a system that provides quantitative information about finances 会计，会计学

In selecting an ***accounting*** policy, an enterprise always considers about the

contracts with each related groups, especially the contracts with the stockholders, creditors and government.

企业在进行会计政策选择时，常常是基于与各利益相关方合约的考虑，特别是与股东、债权人及政府合约的考虑。

11. reimbursement /ˌriːimˈbəːsmənt/ *n.* compensation paid (to someone) for damages or losses or money already spent 退还，偿还；报销

Other employees care more about advanced training with an associated certificate of accomplishment or diploma or tuition ***reimbursement***.

其他员工更关心高阶培训，能获得相关的证书或文凭或学费报销政策。

12. misconduct /misˈkɔndʌkt/ *n.* bad or unacceptable behavior, especially by a professional person 不端行为；处理不当

Although whistle blowers are protected under federal law from employer retaliation for ***misconduct***, there have been cases where punishment for whistle blowing has occurred.

尽管爆料员工受到雇主报复不当行为的相关联邦法律的保护，惩罚这些爆料的人的案例曾有发生。

13. defy /diˈfai/ *vt.* to refuse to obey someone or something and behave in a particular way 违抗；反抗；不服从

Many people have been arrested for ***defying*** the ban on street trading.

有很多人因为违抗禁止在街上摆摊交易的禁令而被捕。

14. expense-report system /ikˈspens riˈpɔːt ˈsistəm/ *n.* a mechanism to declare business expenses by employees themselves; expenditure declaration system 报销制度

Automation has vastly changed the ***expense-report system***, forcing travelers to more-strictly comply with company policies.

自动化已经让报销制度发生了巨大变化，迫使出差的人更严格地遵守公司的规章制度。

15. training /ˈtreiniŋ/ *n.* activity leading to skilled behavior 培训

McDonalds expects the DS ***training*** system to save money by cutting training time by half compared to traditional methods, partly because of how familiar employees will already be with using a DS.

DS 培训系统比传统培训方式缩短了一半的培训时间，麦当劳期望能够因此

来节约经费，也部分是因为员工们已经十分熟悉 DS 的使用了。

16. **subordinate** /sə'bɔːdinət/ (1) *adj.* lower in rank or importance; inferior in status 级别或职位较低的；下级的 (2) *n.* a person who has a less important position than you in the organization that you both work for 部属；部下，下级

If you had a ***subordinate*** who failed to delegate authority in his department, what would you do?

如果你有一个部属在他的部门中授权失败，你应该怎么办？

17. **key account training** /kiː ə'kaunt 'treiniŋ/ *n.* an organizational training process used by business-to-business suppliers to manage their relationships with strategically-important customers and, in turn, to produce measurable business benefits 大客户培训

Key account training includes the areas of relationship building, business etiquette, face to face selling and HR expertise.

大客户培训包括大客户关系建设、商务礼仪、面对面销售和人力资源知识等领域。

18. **budget** /'bʌdʒit/ *n.* the amount of money that a person, organization, or country has available to spend on it 预算

Once we have a working ***budget*** system, we can focus on methods to pay off the deficit.

一旦我们有了可操作的预算制度，我们就能把重点放在偿清债务的方法上。

19. **attendance management** /ə'tendəns 'mænidʒmənt/ *n.* the act of managing of employees' presence in a work setting to minimize loss due to employee downtime 考勤管理

Attendance Management is an integral part of effective human resources management.

考勤管理是有效人力资源管理的重要环节。

20. **structure** /'strʌktʃə/ *n.* the manner of construction of something and the arrangement of its parts 制度

If a firm wants to adopt a new wage and salary ***structure***, it is essential that the firm should decide on a method of job evaluation and ways of measuring the

performance of its employees.

公司如果想采用新的工资和薪水制度，那么确定工作评估的方法和衡量雇员业绩的办法就必不可少。

Drills

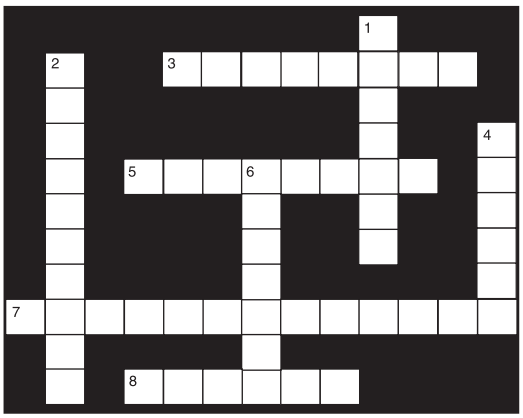
referral	structure	reimbursement	budget
rule	confidentiality	disciplinary	training
regulation	violate		

1. When you give a _____, you give away a piece of your reputation in the business circle.
2. You'll discover many offer health club memberships, flexible schedules, day care, tuition _____, and even on-site dry cleaning.
3. They must guarantee that the _____ of electronic employee information that they collect, maintain, and use is protected.
4. No _____ charges have been filed, nor have employees been suspended, said Mr. Stevens.
5. "There's a great _____ system, and also a clear focus of where we are and where we are going," an employee says.
6. There are some rough timeframes in each step, but the real _____ is to increase only when you feel ready, and no sooner.

Answers

1. referral 2. reimbursement 3. confidentiality 4. disciplinary 5. training 6. rule

Cross Word



Across

3. activity leading to skilled behavior
5. the act of referring (as forwarding an applicant for employment)
7. compensation paid (to someone) for damages or losses or money already spent
8. a serious and urgent request; a formal request for a decision to be changed

Down

1. to act in disregard of laws, rules, contracts, or promises
2. a feeling of intense annoyance caused by being tormented
4. the amount of money that a person, organization, or country has available to spend on it
6. to ensure observance of laws and rules

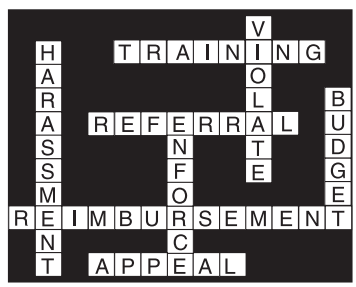
Answers

Across

3. training
5. referral
7. reimbursement
8. appeal

Down

1. violate
2. harassment
4. budget
6. enforce



Part B

1. **applicable** /ˈæplikəbl/ *adj.* applying or capable of being applied; relevant; suitable; appropriate 可适用的；可应用的；合适的

   This ensures that the exercise of governance and decision-making conforms to all organizational policies and principles, and also to any ***applicable*** regulations and laws.

   这确保了治理和决策制定的实行符合所有的组织政策和原则，也符合所有适用的规章和法律。

2. **conform** /kənˈfɔːm/ *vi.* to act in accord with the prevailing standards, attitudes, practices, etc., of society or a group 符合；遵照

   It is a solid, proven solution for adopting multiple standards — whether your goal is to ***conform*** to the law or to improve your business practices.

   它是一个坚固的、已经证实采用多个标准的解决方案，不管你的目标是遵守法律还是改善你的商业实践。

3. **supervise** /ˈsjuːpəvaiz/ *vt. /vi.* to oversee (a process, work, workers, etc.) during execution or performance; to superintend 监督，管理；指导

   They are being rolled out in workplaces, allowing employees in disparate locals to communicate more easily and letting managers ***supervise*** employees from afar.

   它们在工作场所推出，使身在不同地点的员工能够更轻松地交流，并让管理者在远处监管员工。

4. **precaution** /priˈkɔːʃn/ *n.* an action that is intended to prevent something dangerous or unpleasant from happening 预防，防备；预防措施

   Employees should take the necessary safety ***precautions*** before attempting to clean the machinery.

   员工在清扫机器之前，必须采取必要的防护措施。

5. **affair** /əˈfɛə/ *n.* anything done or to be done; anything requiring action or effort; business; concern 事情；事务；私事

   Since that is the ***affair*** in your department, we do not interfere with your problems.

既然那是你们部门的事情，那么我们不愿意干涉你们的问题。

6. **retain** /riˈtein/ *vt.* to secure and keep for possible future use or application 保持；雇

They strive to ***retain*** access to the resources that make company tick.

他们设法获取公司赖以运转的资源。

7. **stipulate** /ˈstipjuleit/ *vt.* to specify as a condition or requirement in a contract or agreement; to make an express demand or provision in an agreement 规定；保证

The rules do not ***stipulate***, however, precisely which risks must (or can) be assessed, nor how much evidence is sufficient to justify a particular measure.

然而这些规则并没有明确规定必须（或可能）评估哪些风险，或者多少证据才能充分证明一个特殊措施的合理性。

8. **fulfillment** /fulˈfilmənt/ *n.* the process or business of handling and executing customer orders, as packing, shipping, or processing checks 履行；实行

Businessmen prefer to deal with those whose background seemed to increase the likelihood of the successful ***fulfillment*** of agreements.

商人更喜欢和那些背景看起来能增加成功履行合约可能性的人做生意。

9. **lateness** /ˈleitnəs/ *n.* occurring, coming, or being after the usual or proper time 晚，迟

They said their efficiency at work was reduced by about 40 percent and reported a high frequency of accidents, ***lateness*** and absenteeism.

他们说，他们的工作效率下降了40%，而且意外事故、迟到和旷工的发生频率也很高。

10. **absenteeism** /ˌæbsənˈtiːizəm/ *n.* frequent or habitual absence from work, school, etc. 旷工；旷课；无故缺席

The benefits to companies of adopting flextime, the report says, "can outweigh the costs by reducing ***absenteeism***, lowering turnover, improving the health of workers, and increasing productivity."

该报告指出：采用弹性工作时间的公司获得的收益，"会超出其成本支出，这是由于旷工减少、人员流动率下降、员工健康状况改善以及生产力提高。"

11. **detain** /diˈtein/ *vt.* to keep from proceeding; to keep waiting 拘留；留住

No entity or individual shall confiscate or ***detain*** any motor vehicle plate.

任何单位和个人不得收缴、扣留机动车号牌。

12. **penalty** /ˈpenəlti/ *n.* a punishment imposed or incurred for a violation of law or rule; a payment required for not fulfilling a contract 罚款，罚金；处罚

However, the new rule does not list any ***penalty*** provisions for violators, which arouses doubts over how the new regulation will be implemented.

然而，该新规定并没有列出任何对违规者的处罚，这使人们怀疑这项新规定将如何实施。

13. **outsourcing** /ˈautˌsɔːsiŋ/ *n.* the action of obtaining goods or services from an outside supplier; the process of contracting work out 外包；外购；外部采办

One of the major reasons, after all, that company is ***outsourcing*** its operations to Asian countries is for the labor costs.

毕竟，这家公司将其业务外包到亚洲的主要原因之一就是为了减少劳动力成本。

14. **compensatory** /kəmˈpensətəri/ *adj.* serving to compensate, as for loss, lack, or injury 补偿的，赔偿的

He also suggested that this is one of the ***compensatory*** mechanisms.

他也提出，这是一种补偿的机制。

15. **prevail** /priˈveil/ *vi.* to be or prove superior in strength, power, or influence (usually followed by over) 盛行，流行；战胜，获胜

The pursuit of maximum profit seems destined to ***prevail***.

追逐利润最大化似乎注定将会盛行。

16. **deem** /diːm/ *vt.* to hold as an opinion; to think; to regard 认为，视作；相信

We do not have any supply chain problems, but more time is needed before we ***deem*** the operation a success.

我们认为供应链本身没有什么问题，但要确认该项目是否成功还需要一段

时间。

17. **termination** /ˌtəːmiˈneiʃən/ *n.* a coming to an end of a contract period 结束，终止

The right of the party concerned to claim for a compensation of the loss/damage shall not be affected by any modification, rescission, ***termination*** of the contract.

合同的变更、解除或终止，不影响当事人要求赔偿损失的权利。

18. **hereunder** /hiəˈʌndə/ *adv.* in a subsequent part of this document or statement or matter etc. 在此之下；在下面

No failure by either party to enforce any rights ***hereunder*** shall be construed a waiver.

任何一方不履行其在本协议下的权利不应被视为弃权。

19. **submission** /səbˈmiʃən/ *n.* presenting sth. for consideration, a decision, etc. 投降；提交（物）

I demand the ***submission*** of the signature to an expert.

我要求把签名提交专家鉴定。

20. **beforehand** /biˈfɔːhænd/ (1) *adv.* ahead of time; in anticipation 事先；预先 (2) *adj.* being ahead of time or need 提前的；预先准备好的

Have you got any examples of very successful marketing tools, marketing campaigns you started from the beginning without knowing ***beforehand*** whether they would be successful or not?

你有过什么非常成功的营销手段的例子吗？那些在一开始的时候并不会事先知道它们能否成功的例子？

Drills

penalty	stipulate	outsourcing	lateness	prevail
deem	termination	hereunder	submission	beforehand

1. It is a clause which is stipulated _____, provided by one-party of the contract, and cannot be negotiated when the parties enter into the contract.
2. Long Term Contractor will continue to do the job on a regular basis until the _____ of contract.
3. Your business may employ one of many supply chains across your many different lines

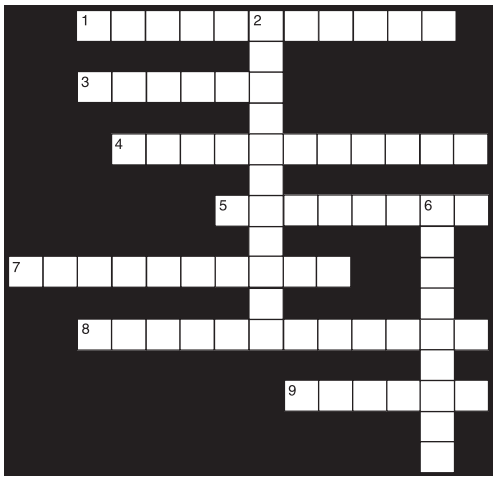
of business; _____ may be appropriate in one area, but not in another.

4. Indeed, given the _____ of the hour, the audience questions only served to delay the livelier exchanges which were broadcast near midnight.
5. GE's contracts with insurers _____ that GE owns the data from workers' past health purchases.

Answers

1. beforehand 2. termination 3. outsourcing 4. lateness 5. stipulate

Cross Word



Across

1. frequent or habitual absence from work, school, etc.
3. anything done or to be done; anything requiring action or effort
4. the process or business of handling and executing customer orders, as packing, shipping, or processing checks
5. occurring, coming, or being after the usual or proper time
7. presenting sth. for consideration, a decision, etc.
8. serving to compensate, as for loss, lack, or injury
9. to keep from proceeding; to keep waiting

Down

2. a coming to an end of a contract period
6. to oversee (a process, work, workers, etc.) during execution or performance; to super-intend

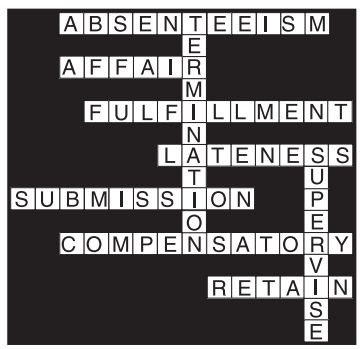
Answers

Across

1. absenteeism 3. affair 4. fulfillment
5. lateness 7. submission
8. compensatory 9. retain

Down

2. termination 6. supervise



Unit 26

Sighing a Contract 签订合约

Part A

1. **secure** /siˈkjuə/ *vt.* to get by special effort 争取到；弄到

   Shu also bribed some officials to ***secure*** a lucrative contract for a French firm used as an intermediary for his high-tech company.

   舒还向某些官员行贿，为一家法国公司争取一份有利可图的合同，而这家法国公司是他的高科技公司的中间商。

2. **honor** /ˈɔnə/ *vt.* to accept as pay 履行；信守

   If a company does not ***honor*** the contract, an employee can report the situation and the company might be removed from the list next year.

   如果哪家公司不履行合同规定，雇员就可以报告该情况，那么明年该公司就可能从名单中删除。

3. **annul** /əˈnʌl/ *vt.* to declare invalid 取消；废除；宣告无效

   The contract was ***annulled*** by both parties.

   该合同被双方取消了。

4. **abide by** /əˈbaid bai/ *v.* to act in accordance with someone's rules, commands, or wishes 遵守；信守；承担……的后果

   It goes without saying that both parties must ***abide by*** the contract terms that we have agreed upon and signed.

   不用说，双方都必须遵守已经同意并已签署过的合约条款。

5. **obligation** /ˌɔbliˈgeiʃən/ *n.* the state of being obligated to do or pay something 义务，责任

A labour contract is an agreement that defines the labour relations between workers and employers as well as the rights and ***obligations*** of the two parties.
劳动合同是劳动者与用人单位确立劳动关系、明确双方权利和义务的协议。

6. **execute** /ˈeksikjuːt/ *vt.* to carry out or perform an action 实行；执行

We require you to compensate us with an amount of losses totaling $500,000 caused by your failure to ***execute*** the contract and with all the expenses arising from this arbitration.
我方要求你方赔偿由于不履行合同义务所造成的损失50万美元，并承担由于进行仲裁而产生的一切费用。

7. **break** /breik/ *vi.* to act in disregard of laws, rules, contracts, or promises; to terminate 打破；弄坏

Study the contract thoroughly and carefully, scrutinize your duties and what happens if you ***break*** the contract.
深入细致地研究合同条文，仔细审读你所承担的责任，细心审查假若你违背合同将会产生什么结果。

8. **sign** /sain/ *vt.* /*vi.* to approve and express assent, responsibility, or obligation; to be engaged by a written agreement 签署；签名

If you ***sign*** a contract with the government for millions of dollars, you have guarantee to get your dollars back, plus whatever profits they allowed in the contract.
如果你和政府签订了合约，做了一个百万的大单子，你能保证拿到钱，和其他，在合同里规定的利润。

9. **breach** /briːtʃ/ *n.* a failure to perform some promised act or obligation 违反

HP sued Hurd on September 7, alleging ***breach*** of contract, and threatened misappropriation of trade secrets.
惠普于9月7日控告赫德违反合同，并指控他盗用商业秘密。

10. **countersign** /ˈkauntəsain/ *vt.* to add one's signature to after another's to attest authenticity 会签；副署；确认

If you should find any questions, please notify at once. If not, please ***countersign*** the contract and return us one copy by next mail for our files.
如果你们发现有任何问题，请立即告知，否则，请会签合同并立即退回一份

供我方存档。

11. **authorize** /ˈɔːθəraiz/ *vt.* to give or delegate power or authority to 授权，批准，委托

She ***authorized*** her assistant to sign the papers.

她授权自己的助手去签这些文件。

12. **binding** /ˈbaindiŋ/ *adj.* executed with proper legal authority 有约束力的；捆绑的

The agreement is ***binding*** on both parties.

协议对双方具有约束力

13. **completion** /kəmˈpliːʃ(ə)n/ *n.* a concluding action 完成，结束；实现

The ***completion*** date of the subcontract works shall be Oct. 1st, 2018.

转包合同完成的日期为 2018 年 10 月 1 日。

14. **tear up** /teə ʌp/ *v.* to cancel or annul 取消（合同）

Many a foreigner escaped bankruptcy only because he would ***tear up*** a contract rather than go into court to enforce his rights.

许多外国人免于破产的厄运只是因为他愿意撕毁合约，而不上法庭去主张他的权利。

15. **arbitration** /ˌɑːbiˈtreiʃən/ *n.* the hearing and determination of a dispute by an impartial referee agreed to by both parties 公断，仲裁

During the ***arbitration***, the contract shall be executed continually by both parties except for the matters in disputes.

在仲裁过程中，除双方有争议的部分外，本合同应继续履行。

16. **draw up** /drɔː ʌp/ *v.* to make up plans or basic details for 草拟，起草

They agreed to establish a working party to ***draw up*** a formal agreement, for instance a contract.

他们同意成立一个工作组来起草一份正式协议，比如，一份合同。

17. **renewal** /riˈnju(ː)əl/ *n.* an official increase of a document such as a licence or a contract in the period of time for which it remains valid 更新，恢复；续约

The contract is up for ***renewal***.

该合同正考虑续订。

18. terminate /ˈtəːmineit/ *vt.* /*vi.* to bring to an end or halt (使) 终止；(使) 结束

Either party has the right to ***terminate*** the contract by a written notice.

任何一方有权书面通知对方终止本合同。

19. interpretation /inˌtəːpriˈteiʃən/ *n.* explanation 解释；翻译

This contract is written both in Chinese and English. For purposes of meaning or ***interpretation*** of the contract, the English language shall govern.

本合同以中英文两种文字书写，但有关本合同的含义及解释以英语合同为准。

20. stipulation /ˌstipjuˈleiʃən/ *n.* an agreement or concession made by parties in a judicial proceeding (or by their attorneys) relating to the business before the court 规定；约定；条款

In order to avoid subsequent amendments, please see to it that the L/C ***stipulations*** conform to the terms of the contract.

为避免以后的改正，请务必使信用证的规定和合同条款相一致。

Drills

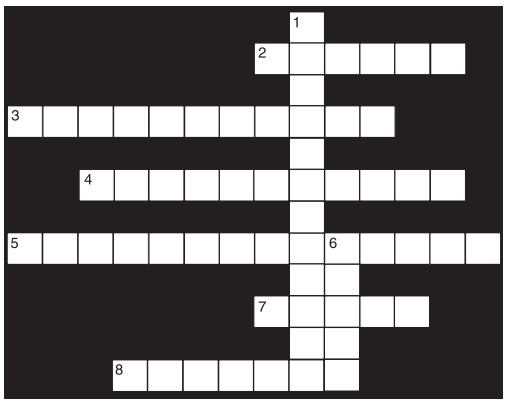
stipulation	secure	execute	annul	interpretation
countersign	renewal	breach	completion	completion

1. In one incident, Siemens allegedly paid 100 million euros to Greek officials to _____ a contract to upgrade Athens's telecommunications infrastructure for the 2004 Olympic Games.
2. All outstanding order will be _____ this month.
3. You will receive our S/C and please _____ and return one copy to us for file.
4. Shame, by contrast, relates to self-awareness that, in the actual or possible judgment of others, one has committed a significant _____ of moral code.
5. You can automatically delete successful instances upon _____, for example, while failed instances can be kept in the database.

Answers

1. secure 2. executed 3. countersign 4. breach 5. completion

Cross Word



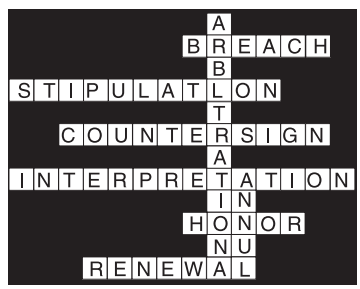
Across

2. a failure to perform some promised act or obligation
3. an agreement or concession made by parties in a judicial proceeding relating to the business before the court
4. to add one's signature to after another's to attest authenticity
5. explanation
7. to accept as pay
8. an official increase of a document such as a licence or a contract in the period of time for which it remains valid

Down

1. the hearing and determination of a dispute by an impartial referee agreed to by both parties
6. to declare invalid

Answers



Across

2. breach　3. stipulation　4. countersign
5. interpretation　7. honor　8. renewal

Down

1. arbitration　6. annul

Part B

1. **endorsement** /inˈdɔːsmənt/ *n.* the signature, instructions, etc., placed on the reverse of a commercial document, for the purpose of assigning the interest therein to another 背书；签注（文件）

   This insurance contract is consisted of insurance clauses, insurance application, insurance policy, certificate of insurance and ***endorsement*** on policy.

   本保险合同由保险条款、投保单、保险单、保险凭证以及批单组成。

2. **withdraw** /wiðˈdrɔː/ *vt.* to remove something or take it away; to take money out of a bank account 撤走；拿走；（从银行）取（钱）

   We would rather ***withdraw*** the draft resolution than amend it.

   与其修改草案，不如予以撤回。

3. **amend** /əˈmend/ *vt.* to alter, modify, rephrase, or add to or subtract from by formal procedure 修改；改善，改进

   The contract shall take effect after signed by both parties. During the period of execution, any of party can not ***amend*** or cancel the contract at random.

   本合同自双方签字之日起生效，合同执行期内，甲乙双方均不得随意变更或解除合同。

4. **revoke** /riˈvəuk/ *vt.* to take back or withdraw; to annul, cancel, or reverse 撤回，取消；废除

   The parties with the signing of this contract hereby mutually ***revoke*** all previous agreements which affect the contents of this contract.

   双方签署的这项合约撤销所有在此以前双方协议的涉及本合同的内容。

5. **irrevocable** /iˈrevəkəbl/ *adj.* not to be revoked or recalled; unable to be repealed or annulled; unalterable 不可改变的；不能取消的；不能挽回的

   Coca-Cola said it has accepted ***irrevocable*** undertakings from Huiyuan's three shareholders for acceptance of the offers, in aggregate representing approximately 66 percent of the Huiyuan shares.

   可口可乐称他们已经接受了来自汇源三大股东的不可撤销承诺，即他们已经接受了本次出价，总计代表将近66%的汇源股权。

6. **definite** /ˈdefinit/ *adj.* clearly defined or determined; not vague or general 一定的；确切的

The deputy chairman hemmed and hawed without giving a ***definite*** answer.

副主席说话吞吞吐吐，没有给出明确的答复。

7. **ratify** /ˈrætifai/ *vt.* to confirm by expressing consent, approval, or formal sanction 批准；认可

The heads of the two governments met to ***ratify*** the treaty.

两国政府首脑举行会晤，签署这项条约。

8. **void** /vɔid/ *adj.* having no value or authority 空的；无效的；无用的

The court ruled that the claim was null and ***void***.

法庭裁决此项要求无效。

9. **dimension** /diˈmenʃən/ *n.* the magnitude of something in a particular direction 方面；[数] 维；尺寸

There is a ***dimension*** to the problem that we have not discussed.

这问题还有一方面我们没讨论过。

10. **hinder** /ˈhində/ *vt.* /*vi.* to cause delay, interruption, or difficulty in; to hamper; to impede 阻碍，妨碍；成为阻碍

The policy will promote rather than ***hinder*** reform.

这项政策将促进而不是妨碍改革。

11. **consortium** /kənˈsɔːtjum/ *n.* an association of companies for some definite purpose 财团；联合；合伙

If a ***consortium*** wins the bid, the parties thereto shall jointly enter into a contract with the tenderer and assume joint and several liability over the winning project to the tenderer.

联合体中标的，联合体各方应当共同与招标人签订合同，就中标项目向招标人承担连带责任。

12. **original** /əˈridʒənl/ *n.* a work, writing, or the like, as opposed to any copy or imitation 原件；正本

These are two ***originals*** of the contract we prepared. We'll sign two originals, each in the Chinese and English language.

这是我们准备好的两份合同正本。我们将要用中文和英文分别签署两份原件。

13. **jurisdiction** /ˌdʒuəris'dikʃən/ *n.* the right, power, or authority to administer justice by hearing and determining controversies 司法权，审判权，管辖权

In some matters, particularly in contract and tort actions, the ***jurisdiction*** of the county courts is unlimited if both parties agree to the action being tried in a county court.

在某些事务中，尤其是契约和侵权之诉，如果双方都同意将案件交到郡法院审理，那么郡法院对此案件的管辖权就不受限制。

14. **counterpart** /'kauntəpɑːt/ *n.* a person or thing having the same function or characteristics as another; a duplicate copy (契约、合同) 副本，复制品；相对物

This contract may be executed simultaneously in two or more ***counterparts*** via telex or facsimile transmission, each of which shall be deemed as originals and legally binding.

传真和电传的合同副本（两份或多份）均视为有效版本，与原件同等对待并具有法律约束力。

15. **inspection** /in'spekʃn/ *n.* a formal or official examination 检查，检验

inspection clause 验收条款

How will the ***inspection*** clause be stipulated in the contract is matter of importance. 检验条款在合同中应如何规定，这一点很重要。

16. **memorandum** /ˌmemə'rændəm/ *n.* a short note designating something to be remembered, especially something to be done or acted upon in the future; reminder 备忘录；便笺

Amendments and changes are to be recorded in a ***memorandum*** or written document signed by both parties.

修改和变化应以双方签字的备忘录或书面文件形式记录在案。

17. **existing** /ig'zistiŋ/ *adj.* being in a specified place or under certain conditions; present 目前的；现存的

This is a good time to discuss issues in the ***existing*** contract that need to be addressed, such as remediation in the event of a lapse of service.

此时也是一个很好的时机去深入讨论现有合同中所存在的问题，比如服务失效时的补救措施。

18. duration /djuəˈreiʃən/ *n.* the period of time during which something continues 持续，持续的时间，期间

Normally, the contract ***duration*** is two years and renewable for a further two years if we both agree.

通常来说，合同期限为两年，如双方同意，到期可再续签两年。

19. license /ˈlaisns/ (1) *n.* a legal document giving official permission to do something 许可证，执照；特许 (2) *vt.* to give official permission for the person to do something or for the activity to take place 同意；发许可证

Under the agreement, the council can ***license*** a U. S. company to produce the drug.

根据协议，委员会可授权一家美国公司生产这种药。

20. clause /klɔːz/ *n.* a separate section of a legal document (as a statute or contract or will) 条款

When the consumers demand a repair, change, or return of large commodities under a warranty ***clause***, the business operators should be responsible for the transportation charges reasonably incurred.

对包修、包换、包退的大件商品，消费者要求经营者修理、更换、退货的，经营者应当承担运输等合理费用。

Drills

irrevocable	endorsement	amend	jurisdiction
consortium	revoke	dimension	definite
ratify	hinder		

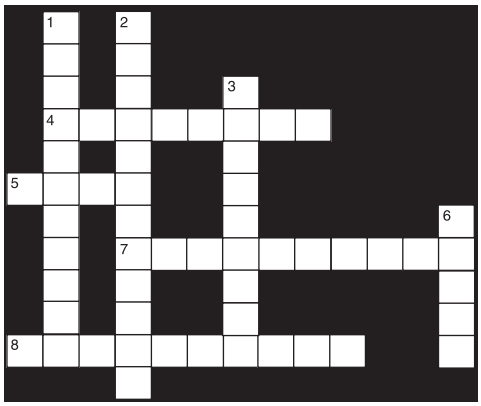
1. In 2009, Patrick made what at the time was considered a bold move, by signing with IMG to represent both her contract and _____ negotiations.
2. If there is any change on this contract, this signed contract shall be standard. Any party shall not _____ the terms of contract on its own will.
3. If the irresistible accidents kept on existing for 60 days, buyers have the right to _____ contract or the unloaded parts in contract.
4. It is essential for the international contract to spell out in _____ terms the rights and obligations of each party.

5. He said more than 90% of workers voted to _____ a new contract.
6. Please turn your attention to this problem at once, as I would not like to see something like this _____ our business relationship.

Answers

1. endorsement 2. amend 3. revoke 4. definite 5. ratify 6. hinder

Cross Word



Across

4. being in a specified place or under certain conditions
5. having no value or authority
7. an association of companies for some definite purpose
8. a short note designating something to be remembered, especially something to be done or acted upon in the future

Down

1. not to be revoked or recalled; unable to be repealed or annulled
2. the right, power, or authority to administer justice by hearing and determining controversies
3. the magnitude of something in a particular direction
6. to alter, modify, rephrase, or add to or subtract from by formal procedure

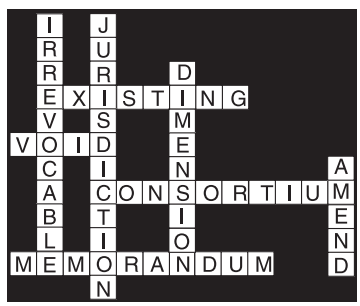
Answers

Across

4. existing　5. void　7. consortium
8. memorandum

Down

1. irrevocable　2. jurisdiction　3. dimension
6. amend



Unit 27

Telephone Calls 接打电话

Part A

1. **code** /kəud/ *n.* a group of numbers or letters which is used to identify something, such as a mailing address or part of a telephone system 代码；号码

   I'd like to place a person-to-person call to Chicago. The number is 9328647, but I don't know the area ***code***.

   我想打个叫人电话到芝加哥，电话号码是9328647，但我不知道区号。

2. **conference call** /ˈkɔnʃərəns kɔːl/ *n.* a telephone call in which more than two people participate 会议电话

   "I think it is something the government and bank industry need to look at," he said in a ***conference call*** with analysts across the nation.

   他在面向全国的分析师的电话会议上表示："我认为政府和银行业需要对这一问题予以关注。"

3. **crossed lines** /krɔst lainz/ *n.* crossed lines happen when the accidental placement of a cable into the wrong plug on the switchboard rather than some static interference 电话干扰

   We've been having trouble with your area because of ***crossed lines***. One moment, and I'll try and get the number for you.

   您所在的地区的电话经常串线。请等一会，我试试给您接通正确的电话。

4. **exchange** /iksˈtʃeindʒ/ *vt.* to hand over one and receive another, approximately equivalent 交换；交易；兑换

   During the exhibition, they had ***exchanged*** mobile phone numbers with the person

sitting opposite to you.
在展会上，他们与坐在你对面的人交换了手机号码。

5. **long distance call** /lɔŋ ˈdistəns kɔːl/ *n.* a telephone call made outside a defined local area, usually to another city 长途电话

How can I make a direct ***long distance call*** from this phone in our office?
在咱们办公室，我用这部电话怎么打直拨长途电话？

6. **mouthpiece** /ˈmauθpiːs/ *n.* the part of a telephone into which a person speaks 传话机；话筒

She covered the ***mouthpiece*** of the phone with her hand.
她用手遮住电话的话筒。

7. **engaged** /inˈgeidʒd/ *adj.* (of telephones) unavailable for use by anyone else or indicating unavailability 使用中的，忙碌的；占线的

I couldn't get the general manager in that company as the line was ***engaged***.
因电话占线，我没能接通那个公司总经理的电话。

8. **connect** /kəˈnekt/ *vt. /vi.* to join by means of communication equipment 连接；联合；关联

The telephone company finally put in lines to ***connect*** the towns in this area.
电话公司终于把这个地区的所有城镇用电话连接起来了。

9. **collect call** /kəˈlekt kɔːl/ *n.* a telephone call that the receiving party is asked to pay for 对方付费电话

As I had no money with me, I made a ***collect call***.
因为身上没钱，所以我打了一个由对方付款的电话。

10. **return** /riˈtəːn/ *vt. /vi.* to answer back 返回；回应

When is a good time to have him ***return*** your call?
他什么时候回电话给你比较好？

11. **put through** /put θruː/ *v.* to connect by telephone 接通（电话）；使穿过；使从事

Could you ***put through*** a collect call for me?
你能为我接一个对方付费电话吗？

12. **message** /ˈmesidʒ/ *n.* a communication (usually brief) that is written

or spoken or signaled 消息；启示

Through the website the youth can see the different videos, comment on them, leave ***message*** on the chat board and participate on online polls.

通过该网站，年轻人可以观看不同的影片、评论影片、在留言板上留信息、参与线上意见调查。

13. **outside** /ˌautˈsaid/ *adj.* functioning outside the boundaries or precincts of an organized unit 外面的，外部的；外来的

Dial 9 for an ***outside*** line, and then the number you are calling. If you want to contact anyone in the office, just dial their extension.

打外线时先拨9，然后再拨你要拨打的电话号码。假如你是和公司里的人通话，那么只要拨他们的分机号码就行了。

14. **ring** /riŋ/ *vi.* to get or try to get into communication (with someone) by telephone 按铃；敲钟

Mr. Smith called while you were out and asked if you will ***ring*** him back.

你出去时，史密斯先生打来电话，他问你是否能给他回电话。

15. **correspond** /ˌkɔrisˈpɔnd/ *vi.* to be compatible, similar or consistent; to coincide in their characteristics 符合，一致；通信

She still ***corresponds*** with business partners she met in Hawaii nine years ago.

她依然和9年前在夏威夷遇到的商业伙伴保持联系。

16. **call back** /kɔːl bæk/ *v.* to return or repeat a telephone call 再打电话；回电话

Christopher, I have very limited time. Could you reorganize your points? And I'll ***call back*** at 4:30.

克里斯托弗，我的时间有限，你能把内容再组织一下吗？我4:30会给你打电话的。

17. **telephone** /ˈtelifəun/ *vt.* /*vi.* to get or try to get into communication (with someone) by phone 打电话

I couldn't ***telephone*** my boss because his telephone line was engaged.

我不能给老板打电话，因为他的电话占线了。

18. **emergency** /iˈməːdʒənsi/ *n.* a sudden unforeseen crisis (usually involving danger) that requires immediate action 紧急情况；突发事件；

非常时刻

Luckily, he really knew what to do in an emergency.

幸运的是，他真的知道在紧急情况下要做什么。

19. **respond** /ris'pɔnd/ *vi.* to show a response or a reaction to something 回答；作出反应

We were quite aware (of) how you would ***respond*** to our terms.

我们十分清楚你们对我们提出的条件肯定会有什么反应。

20. **reach** /riːtʃ/ *vt.* to establish communication with someone 达到；抵达；找到

For example, you can route calls from family members and colleagues to ***reach*** you on your mobile, office or home phone, while sending other callers to your voicemail or blocking them.

例如，你可以将家人和同事的电话发送到手机、办公室或住宅电话上，而将其他电话转入语音信箱或屏蔽掉。

Drills

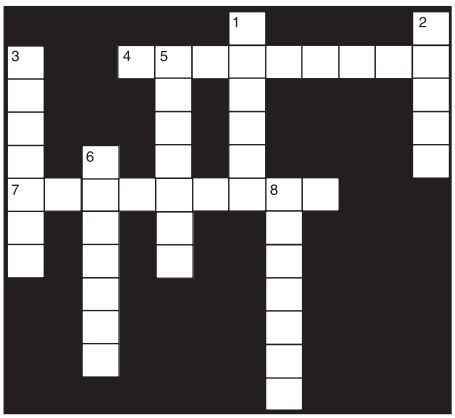
message	connect	return	respond	emergency
engaged	contact	ring	reach	put…through

1. At work, you'll _____ a phone to a monitor and keyboard, using the same computer for work and home.
2. When I'm working with clients, speaking to them about rewards and recognition, I need to be able to pick up the phone and _____ [the right] people.
3. The CEOs of today must be camera-ready at a moment's notice, composed while courting investors and ready to respond in a company _____.
4. Mason is _____ in a bureaucratic phone battle on Jack's behalf when Teri comes into his office.
5. When you make a telephone call to someone in companies or institutes, the operator usually answers the phone first and _____ you _____ to the person you want on the line.

Answers

1. connect 2. reach 3. emergency 4. engaged 5. put . . . through

Cross Word



Across

4. to get or try to get into communication (with someone) by phone
7. a sudden unforeseen crisis (usually involving danger) that requires immediate action

Down

1. to answer back
2. to establish communication with someone
3. to join by means of communication equipment
5. (of telephones) unavailable for use by anyone else or indicating unavailability
6. a communication (usually brief) that is written or spoken or signaled
8. to be in communication with

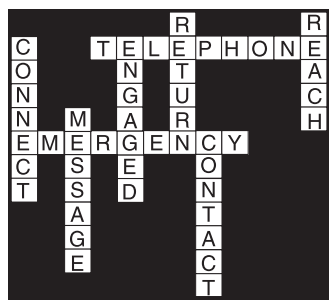
Answers

Across

4. telephone 7. emergency

Down

1. return 2. reach 3. connect
5. engaged 6. message 8. contact



Part B

1. **bother** /ˈbɔðə/ *vt.* to cause inconvenience or discomfort to 烦扰，打扰；使……不安；使……恼怒

   I have enough to contend with; don't ***bother*** me with your problems.

   我的事都应付不过来了，别再拿你的事麻烦我了。

2. **recording** /riˈkɔːdiŋ/ *n.* signal encoding something (e. g., picture or sound) that has been recorded 录音；唱片

   Do you remember how to operate this ***recording*** machine to leave a message?

   你记得怎样使用这个录音机来留言吗？

3. **beep** /biːp/ *n.* a short high tone produced as a signal or warning 哔哔的声音；警笛声

   I'm not in the office right now. Please leave a message after the ***beep***.

   我现在不在单位，请在哔的一声之后开始留言。

4. **answering** /ˈɑːnsəriŋ/ *adj.* replying 应答的；回应的

   When Sandra returned from vacation, she told me that she had a message from Jack on her ***answering*** machine.

   当桑德拉度假回来，她告诉我她已经在电话答录机上接到杰克的来电。

5. **incoming** /ˈinkʌmiŋ/ *adj.* coming in; arriving 进来的，到来的；即将就任的

   One of its features is to route an ***incoming*** call to a succession of numbers until it is answered.

   它的一项功能是将来电按顺序转接至一系列号码，直到被接听为止。

6. **outgoing** /ˈautgəuiŋ/ *adj.* leaving a place or a position 出发的，外出的；即将离职的

   When placing an ***outgoing*** call on a multi-line phone, many times you will need to choose a line by pushing a button.

   当在多线电话上使用外线时，常常需要通过按一个键。

7. **slow down** /sləu daun/ *v.* to lose velocity; to move more slowly; to become slow or slower 减速，放慢速度

You speak a little fast; ***slow down***, please.
你说得有点儿快，请说慢点儿。

8. **get through** /get θruː/ *v.* to be in or establish communication with 接通电话；度过，熬过（困难时期等）

Will my email messages ***get through*** to the inbox of the clients if I can't get through on the phone?
我的电子邮件信息是否能到达用户的收件箱，如果我不能在电话上找到他们？

9. **signal** /ˈsignl/ *n.* any communication that encodes a message 信号；暗号；导火线

I've been trying to call Mr. Dickinson, but I keep getting a busy ***signal***.
我不停地打电话给迪肯森先生，但是我总是得到电话忙音。

10. **await** /əˈweit/ *vt.* to look forward to the probable occurrence of 等候，等待；期待

I'll ***await*** his return call.
我会等他的来电。

11. **receiver** /riˈsiːvə/ *n.* earphone that converts electrical signals into sounds 电话听筒；接收器

Lucas picked up the ***receiver*** and started to dial the number in Florida, the United States of America.
卢卡斯拿起听筒，开始拨打在美国佛罗里达的电话。

12. **bill** /bil/ *n.* statement of charges for service 账单

The shop uses the post office to ship its coffee beans to customers, running up a typical monthly ***bill*** of $500.
这家商店会用邮寄的方式将咖啡豆送到顾客手中，平时一个月的费用大约是500美元。

13. **hang up** /hæŋ ʌp/ to put a telephone receiver back in its cradle 挂上电话

Always say goodbye politely before you ***hang up*** the phone.
别忘了在挂断电话之前要和对方礼貌地说再见。

14. **voicemail** /ˈvɔismeil/ *n.* a computerized system for answering and

routing telephone calls 语音信箱

Calls to your number are automatically forwarded to ***voicemail*** if you do not answer within 30 seconds.

如果你三十秒内未接电话，来电会自动转到语音信箱。

15. rental /ˈrentl/ *n.* the act of paying for the use of something (as an apartment or house or car or venue) 租金收入，租金；租赁

The meeting room ***rental*** fee will be charged as per our contract, right?

会议室的租金按照我们的合同算，对不对？

16. line /lain/ *n.* a telephone connection 电话线；路线，航线

Hold the ***line***, please. Let me have a check. Yes, there is a single room available.

请不要挂断电话，我去查看一下。我们还有一个单人间。

17. arrangement /əˈreindʒmənt/ *n.* the thing arranged or agreed to 布置；整理；准备

I'll make the ***arrangement*** with Mr. Lincoln at 412-220-4433.

我会跟电话是 412-220-4433 的林肯先生协调安排的。

18. complete /kəmˈpliːt/ *vt.* to come or bring to a finish or an end 完成

To participate, customers must first fill out a personality survey that typically takes an hour or more to ***complete***.

若要参与，客户必须先填写一份个性调查表，一般要花上一个多小时。

19. note down /nəut dɑun/ *v.* to write something down quickly, so that you have a record of it 记录某事；记下某事

If you ***note down*** in the beginning all that you need to perform these promotion activities, you will not have to redo the list every time.

如果你一开始就把执行营销活动所需要的信息都记录下来，就不用每次都麻烦的重列清单了。

20. transfer /trænsˈfəː/ *vt.* /*vi.* to send from one person or place to another (使) 转移；调任

I am afraid this is a direct line. We cannot ***transfer*** your call to the purchasing department. Could you dial 2234-1156, please?

我很抱歉，这是直接电话。我们没有办法为您转接采购部。请您改拨 2234-1156，好吗？

Drills

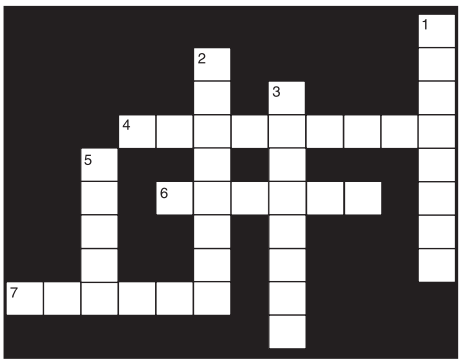
hang on	transfer	signal	transfer
bother	recording	slow down	receiver
answering machine		note down	

1. Please _____ a second; I'll look for the manager and tell him you are on the phone for him.
2. I'm afraid I cannot _____ calls at the moment. Could you dial the number directly, please?
3. When you receive information over the phone, make sure you understand it and _____ it _____ accurately.
4. Many people today don't _____ to return phone calls, and if you work for someone else, it's highly unlikely that such behavior is acceptable.
5. _____ phone conversations (with consent) allow you to listen back later when you are not in anger.
6. Cell-phone conversations and other forms of multitasking may _____ the mental and visual processing required to gauge the distance and speed of oncoming cars.
7. An _____ picked up calls in his 7,000-square-foot office on Fifth Avenue facing Trump Tower.

Answers

1. hang on 2. transfer 3. note…down 4. bother
5. Recording 6. slow down 7. answering machine

Cross Word



Across

4. signal encoding something (e. g. , picture or sound) that has been recorded
6. any communication that encodes a message
7. to cause inconvenience or discomfort to

Down

1. leaving a place or a position
2. earphone that converts electrical signals into sounds
3. to send from one person or place to another
5. to look forward to the probable occurrence of

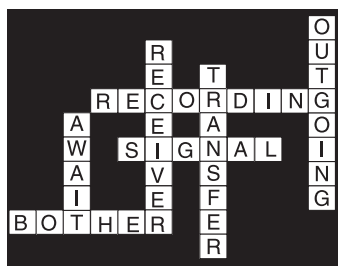
Answers

Across

4. recording　　6. signal　　7. bother

Down

1. outgoing　　2. receiver　　3. transfer
5. await



Exercise Nine

1. Why would you bother to make a new mortgage when you can buy an old one that only costs 55 cents on the dollar?
   (A) gather (B) brother (C) trouble (D) undertake
2. The application can be accessed by retail bank customers (users) who need to transfer funds from their accounts and by auditors who supervise all banking transactions.
   (A) oversee (B) direct (C) secure (D) advise
3. Because the business is deserted, Penguin Marine Company wants to revoke the contract.
   (A) appeal (B) annul (C) annual (D) abide
4. Hall tried to void the contract on a technicality, but Kershaw refused to change her plans.
   (A) avoid (B) devoid (C) invalidate (D) valid
5. The secretary transferred the incoming call into the office of the President.
   (A) translated (B) shifted (C) transplanted (D) transmitted
6. Unless there is a sudden change of political situation, it is not accepted to execute the contract only partially.
   (A) murder (B) perform (C) produce (D) require
7. We expect these suppliers to honor that contract, not breach the contract.
   (A) break (B) bleach (C) offend (D) reach
8. The manufacturer will strictly observe the processing requirement as stipulated in the contract.
   (A) manipulated (B) specified (C) stampeded (D) honored
9. They were trying to secure a multimillion-dollar commercial contract with what they thought was a top government official.
   (A) get (B) ensure (C) effect (D) lock
10. The contract type that you speak of does not fall under the jurisdiction of the court.
    (A) competence (B) judicial (C) competition (D) empire
11. An entrepreneur who goes to court to enforce a contract must wait an average of 1,210 days for a resolution, compared with around 300 days in the U. S. or France.
    (A) impose (B) support (C) conform (D) obtain

12. Companies with significant sales or VC funding are not likely to knowingly violate a contract, so we don't think there is a big risk of that happening.
(A) go against (B) destroy (C) act for (D) undertake
13. As a courtesy, she would call that number, explain my story and would ask them if they wanted her to connect me.
(A) get in touch with (B) touch
(C) join (D) combine
14. The construction contract dispute case that a southern engineering limited company appealed to court against a railway construction company was an inspiration to project management.
(A) requested (B) invoked (C) revoked (D) took to court
15. Corporate governance is to choose proper contract arrangement to insure that claim to firm's residue is in proportion to rights of control.
(A) classification (B) compensation (C) agreement (D) execution
16. Now the case is: when people call a phone and get a busy signal, they get mad.
(A) fulfillment (B) termination (C) penalty (D) indicator
17. If credit terms and conditions conform to sales contract, Seller prepares goods and documentation, and arranges delivery of goods to carrier.
(A) refuse (B) disregard (C) obey (D) reform
18. To retain competitive advantage, successful companies have realized that they need to be transformative and innovative.
(A) remember (B) absorb (C) keep (D) contain
19. Under the environment keeping law and contract, general contractor has the authority to detain the whole or in part amount due that should pay sub-contractor.
(A) impede (B) slow up (C) hang up (D) hold up
20. I deem my coming will make a great change and fresh vigor for our company .
(A) allow (B) judge (C) believe (D) credit

Answers

1. C	2. A	3. B	4. C	5. B
6. B	7. A	8. B	9. B	10. C
11. A	12. A	13. A	14. D	15. C
16. D	17. C	18. C	19. D	20. C

Unit 28

Feelings, Emotions, Attitudes & Sensations
感觉、情绪、态度及知觉

Part A

1. **affection** /əˈfekʃən/ *n.* tender feeling towards another; fondness 感情；钟爱

   Zack found it hard to show ***affection*** towards those for whom he cared.

   扎克发现，他很难向他关心的人表达他的情感。

2. **anticipate** /ænˈtisipeit/ *vt.* /*vi.* to think likely to happen; to look forward to; to act in advance of ; to consider or make use of before the proper time 预见；期待；在……之前行动；预先考虑；提前使用

   I don't know what my test score is, but I ***anticipate*** that the professor will let us know with a day or two.

   我不知道我考多少分，但是我预期教授会在一两天之内公布我们的成绩。

3. **brag** /bræg/ *vt.* /*vi.* to talk too proudly about oneself, one's possessions, etc.; to boast 自夸；吹嘘

   After a while, Jim's friends couldn't stand his incessant ***bragging*** any more.

   听多了之后，吉姆的朋友们就受不了他永无止息的吹牛了。

4. **delighted** /diˈlaitid/ *adj.* very pleased or satisfied 欣喜的；愉快的

   I would be ***delighted*** to have you and your family over for dinner Friday night.

   如果你和你的家人能在星期五晚上到寒舍用晚餐，我会非常高兴。

5. **detest** /diˈtest/ *vt.* to dislike intensely; to hate very much; to loathe 憎恶；痛恨；嫌恶

   As an animal rights activist, Ryan ***detested*** all forms of violence against animals.

身为一个动物保护积极分子，莱恩痛恨任何形式的虐待动物。

6. **disgust** /dis'gʌst/ (1) *n.* a strong and often sick feeling of dislike, aversion, or repugnance 作呕；厌恶；反感 (2) *vt.* to cause a feeling of disgust in 导致反感

I am so ***disgusted*** when I see mothers smoking cigarettes while feeding their little babies!

每当我看到一些母亲在喂小孩喝奶时还一面抽烟，就觉得非常反感！

7. **distress** /dis'tres/ *n.* great suffering of the mind or body; suffering caused by lack of money; a state of danger or great difficulty 悲痛；贫困；危难

The radio on the ship has been picking up a ***distress*** signal non-stop for an hour, but we can't seem to pinpoint where it is coming from.

船上的无线电在过去一个小时中不断收到求救信号，但是我们却无法确切找到信号来源。

8. **enthusiastic** /in'θjuːziˌæstik/ *adj.* having or showing intense interest 热心的；狂热的

We are looking for an ***enthusiastic*** supervisor who can keep the whole team excited about the project.

我们正在寻找一位满怀热忱能使整个小组对本专案感到兴致盎然的主管。

9. **esteem** /is'tiːm/ (1) *n.* favorable opinion; respect 好评；尊敬 (2) *vt.* to value highly; to respect and admire 极看重；敬重

The fireman told us that if there is ever a fire, we should only take the things we ***esteem*** to be of the utmost value.

救火员告诉我们，如果有火灾发生，我们应该只拿我们视为最重要的东西。

10. **fascination** /ˌfæsi'neiʃən/ *n.* the state of being attracted or enchanted; powerful attraction; charm 入迷；着迷；强烈吸引力；魅力

I don't understand his ***fascination*** with bugs, but if it makes him happy he can sit out in the backyard all day and dig for all the critters that he wants.

我不了解他为什么对甲虫如此着迷，但是如果他高兴的话，他可以整天待在后院挖他想要的任何生物。

11. **gloomy** /'gluːmi/ *adj.* dark or dim; dismal or depressing; dejected or

melancholy; hopeless or despairing 幽暗的；令人沮丧的；忧郁的；没有希望的

Looking out into the overcast and ***gloomy*** sky, he grabbed his coat and cursed the coming rain.

看着外面阴沉晦暗的天色，他抓起外套并诅咒即将来临的大雨。

12. **impartial** /im'pɑːʃəl/ *adj.* not giving special favor or support to any one side; without bias; unprejudiced; fair 不偏袒的；无偏见的；公正的

The judges were ***impartial*** to either team, so we had a fair game.

裁判们对两队都不偏袒，所以我们的比赛是公平的。

13. **impulsive** /im'pʌlsiv/ *adj.* tending to act suddenly without thinking 冲动的

The fact that he just went out and shot the dog showed that he was very ***impulsive***.

他就这样跑出去将狗射杀的事实说明他很冲动。

14. **irritated** /'iriteitid/ *adj.* angered, provoked, or annoyed; inflamed or made painful, as a part of the body 被激怒的；发炎的；疼痛的

The skin on the palm of his hand had become red and ***irritated*** from the constant friction caused by the rope.

他手心的皮肤已经因为绳索不停地磨擦而变红发痛。

15. **mad** /mæd/ *adj.* mentally ill; insane; infatuated; foolish; angry 发疯的；疯狂的；着迷的；愚蠢的；生气的

The naughty children made the nanny very ***mad***.

调皮的小孩们使得保姆非常生气。

16. **objective** /əb'dʒektiv/ (1) *n.* an aim or goal 目标 (2) *adj.* uninfluenced by emotion or personal prejudice 客观的

The USA did not have any clear ***objectives*** when they engaged in the Vietnam War and thus suffered a gigantic loss.

美国在参加越战时并没有明确的目标，所以才会蒙受重大损失。

17. **panic** /'pænik/ (1) *n.* a sudden, unreasoning, and quick-spreading fear or anxiety 恐慌 (2) *vt./vi.* to (cause to) feel panic (使) 恐慌

The crowd ***panicked*** when the whole building started to shake.

当整幢楼开始晃动时，人群产生了恐慌。

18. **prejudice** /ˈpredʒudis/ *n.* an unfair and unfavorable opinion or feeling formed beforehand or without knowledge, thought, or reason 偏见；歧视

As much as many Americans would like to say that they have overcome racial hatred, there is still a lot of ***prejudice*** within their country.

即使很多美国人喜欢说他们已经克服种族间的仇恨，但在他们国内其实还是有很多歧视的情况存在。

19. **repulsive** /riˈpʌlsiv/ *adj.* very unpleasant; causing very strong dislike; revolting ; disgusting 使人反感的；令人厌恶的

I find such behavior absolutely ***repulsive***; I would like to ask you to leave immediately!

我觉得这样的行为极度令人厌恶，请你马上离开！

20. **tranquility** /trænˈkwiliti/ *n.* quality or state of being calm, quiet, or peaceful; serenity 平静；安宁

I like hiking in the woods because of the ***tranquility*** and peace that I feel there.

我喜欢到树林里徒步行走，因为在那儿我感觉平静而安详。

Drills

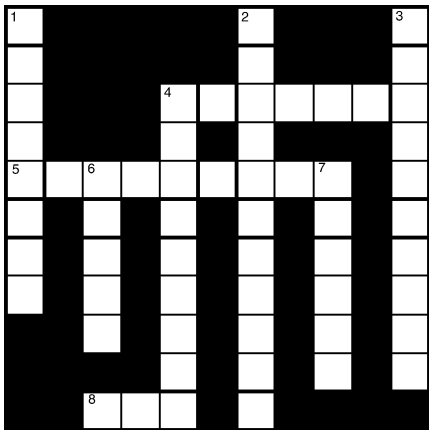
objective	esteem	affection	fascination	disgust
impulsive	prejudice	brag	enthusiastic	anticipate

1. My dog is the easiest pet in the world to please; all I have to do is feed him each day and show a little _____ every now and then.
2. Even though we have progressed so mush in equality, it is evident that many people still have some _____ against certain groups of people.
3. The president developed an unhealthy _____ with the gorgeous young office intern.
4. His father always says, "A man who _____ his income can never save or become rich."
5. As a look of _____ came over my fiancee's face, I realized the true impact of my actions.

Answers

1. affection 2. prejudice 3. fascination 4. anticipates 5. disgust

Cross Word



Across

4. a strong and often sick feeling of dislike
5. causing very strong dislike
8. mentally ill or angry

Down

1. great suffering of the mind or body
2. the state of being enchanted
3. to look forward to
4. very pleased or satisfied
6. a sudden, unreasoning, and quick-spreading fear
7. favorable opinion or respect

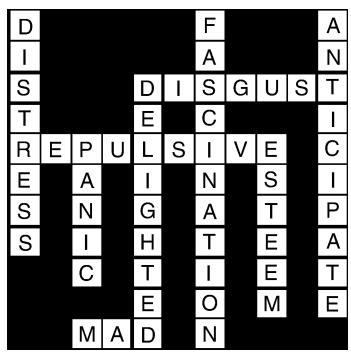
Answers

Across

4. disgust 5. repulsive 8. mad

Down

1. distress 2. fascination 3. anticipate
4. delighted 6. panic 7. esteem



Part B

1. **ambition** /æmˈbiʃən/ *n.* a strong desire for success, power, wealth, etc. 雄心；野心

With unbridled ***ambition***, Madonna climbed the pop music charts to become one of the most successful female musicians in history.

有着无限野心的麦当娜在流行音乐榜上屡创佳绩，成了史上最成功的女音乐家之一。

2. **attraction** /əˈtrækʃən/ *n.* the action or power of getting attention; something that draws attention 吸引（力）；吸引人之物

For a relationship to work out between two people, there has to be social compatibility as well as physical ***attraction***.

感情要能有结果，两人不但要门当户对，身体上还得相互吸引对方。

3. **contentment** /kənˈtentmənt/ *n.* the state or fact of being satisfied 满意；满足

Ecstatic about his move to Oakland, Billy Joe wrote a song of his newfound ***contentment*** called *Welcome to Paradise*.

兴高采烈地搬到了奥克兰，比利·乔写了一首名为《欢迎来到天堂》的歌来表达他对新发现的满意之情。

4. **despair** /disˈpɛə/ *n.* complete loss of hope; something that causes the loss of hope 绝望；使人绝望的事物

His ***despair*** was simply overwhelming after losing his friend and his dog in the same month.

在一个月内同时失去他的朋友和狗后，他哀痛欲绝。

5. **devoted** /diˈvəutid/ *adj.* very loving, loyal, or faithful; zealous or ardent 挚爱的；忠实的；热忱的

Although her boyfriend was half a world away, Tami remained completely ***devoted*** to him and turned down all date invitations.

虽然她的男朋友跟她相隔半个地球，泰咪还是对他十分忠实，谢绝了所有约会的邀请。

6. **disposition** /ˌdispəˈziʃən/ *n.* a particular tendency of character, behavior, etc.; nature; temperament 倾向；性格；气质；性情

No matter what happens, he always has such a cheery ***disposition*** and never seems to get discouraged or disheartened.

不管发生什么事，他总是一直保持愉快的态度，似乎从来不会感到气馁或灰心。

7. **elegant** /ˈeligənt/ *adj.* having the qualities of grace and beauty; tasteful; excellent 高雅的；有品位的；上等的

All the ***elegant*** evening gowns worn by Princess Diana were made with the most wonderful fabrics.

戴安娜王妃所穿的高雅的晚礼服都是用最高级的衣料剪裁的。

8. **entice** /inˈtais/ *vt.* to tempt with hope of reward or pleasure; to lure or seduce 诱惑；引诱

The luxurious lifestyle of the city ***entices*** a lot of young people away from the countryside.

都市里奢华的生活方式诱使许多年轻人离开农村。

9. **fancy** /ˈfænsi/ *adj.* elaborate in design; of superior grade; decorative or brightly colored; (of a price) higher than usual or reasonable 精心设计的；特级的；花哨的；昂贵的

The Queen Anne chairs that they have in their dining room seem too ***fancy*** for their house on the beach.

他们把安妮皇后时期风格的椅子摆设在海滨度假屋的餐厅里显得太华丽了。

10. **fondness** /ˈfɔndnis/ *n.* the state or quality of being tender and loving; doting affection; a liking or weakness for something 钟爱；溺爱；嗜好；癖好

Will you look back on the time we spent together with ***fondness***?

你会以欢喜的心情看待我们过去一起分享的时光吗？

11. **hideous** /ˈhidiəs/ *adj.* extremely ugly and/or shocking to the senses; repugnant; repulsive 丑得吓人的；不忍卒睹的；丑恶的；可憎的

The new skin treatment she was using caused her face to break out with ***hideous*** red sores.

她使用的新皮肤治疗法使她的脸冒出很多可怕的红疹。

12. **impression** /imˈpreʃən/ *n.* an image or effect that is produced in the mind by a person, event, experience, etc.; a not very clear feeling or idea about something 意念；印象；不太明确的感觉或想法

Although it wasn't stated, Jill got the ***impression*** that Tom was infatuated with her.

虽然没有说明，但是吉儿似乎感觉到汤姆非常迷恋她。

13. **instinct** /ˈinstiŋkt/ *n.* (a) natural ability or tendency to act in a certain way, without having to learn or think about it 天性；本能；直觉

Canaries can pick the right building materials for the perfect nest by ***instinct***.

金丝雀能够靠本能选择最适合用来筑巢的材料。

14. **jealous** /ˈdʒeləs/ *adj.* feeling resentful because of another's success, advantage, etc.; wanting to have what someone else has; wanting to keep what one has 嫉妒的；羡慕的；唯恐失去的

If other men talk to his wife, he gets terribly ***jealous***.

只要别的男人和他老婆说话，他就醋劲大发。

15. **nasty** /ˈnæsti/ *adj.* disgustingly dirty; filthy; morally offensive; indecent; mean; malicious; very unpleasant; severe 肮脏的；不道德的；恶毒的；令人不愉快的；严重的

The movie critic didn't like the stars in that film, so his remarks about how they acted were extremely ***nasty***.

这个电视评论家并不喜欢那部电影里的演员，所以对他们演技的评论极为恶毒。

16. **optimistic** /ˌɔptiˈmistik/ *adj.* disposed to take a favorable view of events or conditions and to expect the most favorable outcome 乐观的

According to the doctor, her condition is very serious, but let's try to be ***optimistic*** about things until we know for sure what is going to happen.

根据医生的说法，她的情况非常严重，但我们应该保持乐观的态度，直到我们确切知道以后的发展如何。

17. **perceive** /pəˈsiːv/ *vt.* /*vi.* to become aware of through the senses; to have knowledge of; to understand 感知；察觉；理会

Illusions are effective in deceiving our senses as they allow our bodies to ***perceive***

what is not actually there.

幻觉很容易混淆我们的感官，因为它使我们的身体感知到实际上并不存在的东西。

18. provoke /prəˈvəuk/ *vt.* to make angry; to irritate; to stir up action or feeling 激怒；引起；激起

Although many wild animals may seem cute and harmless, it would be wise not to ***provoke*** them in any way.

虽然很多野生动物看来既可爱又无害，但最好还是不要招惹它们。

19. startle /ˈstɑːtl/ *vt.* /*vi.* to surprise, frighten, or alarm; to cause to make a sudden, involuntary movement, as in fright 惊吓；使吓一跳

The dog's sudden emergence from under a bush ***startled*** the whole band of burglars.

那只狗突然从灌木丛里窜出来，吓了这群窃贼一大跳。

20. upset /ʌpˈset/ *vt.* /*vi.* to disturb emotionally or physically; to defeat unexpectedly; to cause to turn over, fall over, or tip over 使心烦意乱；使不舒服；使失败；打翻

Rick was ***upset*** because Mary turned down his proposal of marriage.

因为玛丽拒绝他的求婚，瑞克的心情很不好。

Drills

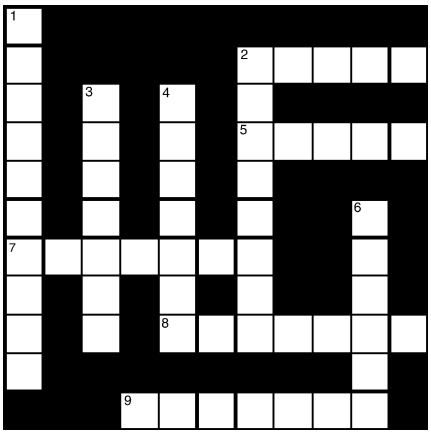
provoke	impression	fancy	entice	attraction
instinct	perceive	disposition	devoted	optimistic

1. Although neither of them would ever admit it, there was an unspoken _____ between them that was shared in sidelong glances and fanciful daydreams.
2. A baby's natural _____ is to cry when it is cold or hungry.
3. English writer John Milton was successful in combining a(n) _____ humanism with Calvinist ethics, which characterized the Puritan revolution of the 17th century.
4. Those recalcitrant children tried to _____ the teacher into losing her temper.
5. Joan is a very _____ mother; she would do anything for her children.

Answers

1. attraction 2. instinct 3. optimistic 4. provoke 5. devoted

Cross Word



Across

2. elaborate in design
5. disgustingly dirty
7. to cause to make a sudden, involuntary movement, as in fright
8. complete loss of hope
9. to make angry

Down

1. an image or effect that is produced in the mind
2. the state of being tender and loving
3. having the qualities of grace and beauty
4. very loving, loyal, or faithful
6. to tempt with hope of reward or pleasure

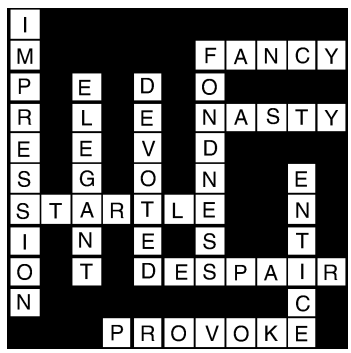
Answers

Across

2. fancy　　5. nasty　　7. startle
8. despair　　9. provoke

Down

1. impression　　2. fondness　　3. elegant
4. devoted　　6. entice



Unit 29

Other Important Nouns & Verbs
其他重要名词及动词

Part A

1. **aspect** /ˈæspekt/ *n.* the way one appears; the appearance of something from a specific position or viewpoint; a side facing in a given direction 面貌；方面；朝向

   The professor said he really liked your thesis, but he never specified which ***aspect*** of it interested him most.

   教授说他真的很喜欢你的论文，但是他没有特别指出他最感兴趣的是哪一个部分。

2. **assumption** /əˈsʌmpʃən/ *n.* something taken as a fact or believed to be true without proof 假定；假设

   I did this under the ***assumption*** that you were going to deliver the package straight to my office.

   我是在认定你会把包裹直接送到我的办公室的前提下做这件事的。

3. **attempt** /əˈtempt/ (1) *n.* an effort made to do something, an attack, as on a person's life 企图；攻击 (2) *vt.* to make an effort at; try to do something, esp. without succeeding 努力尝试；企图

   He made a very feeble ***attempt*** to apologize, which only made things worse in the end.

   他没有诚意的道歉最终只会使得事情越变越糟。

4. **call waiting** /kɔːlˈweitiŋ/ *n.* a telephone service whereby a person engaged in a telephone call is notified by a tone that a second call is being made to the same number 电话插播

   You couldn't have gotten a busy signal because I have ***call waiting***; the call

should have gone through.

我有电话插播，所以电话不可能占线，你应该可以打得通呀！

5. **declaration** /ˌdekləˈreiʃən/ *n.* the act of making known or stating clearly; a formal statement or announcement; proclamation 宣布；公布；宣言

These events will lead to the ***declaration*** of war.

这些事件将会导致宣战。

6. **endeavor** /inˈdevə/ (1) *n.* an earnest attempt or effort 努力；尽力 (2) *vt.* /*vi.* to make an earnest attempt; to try 试图；尝试

Many scientists have wanted to journey to the center of the earth, but they know that such an ***endeavor*** would cost them their lives.

很多科学家想要到地心去看看，但他们知道这样的尝试会使得他们丧命。

7. **exceed** /ikˈsiːd/ *vt.* to be greater than; to surpass; to go or be beyond the limits of 超过；超出；超越

Their success ***exceeded*** all our expectations.

他们的成功超出我们大家的期待。

8. **identity** /aiˈdentiti/ *n.* who or what a particular person or thing is; sameness; exact likeness 身份；本体；相同；同一

The ***identity*** of the murdered man has not been established yet.

那名遭谋杀的男子身份尚未被确定。

9. **implication** /ˌimpliˈkeiʃən/ *n.* something suggested or indicated without being explicitly stated; the act of suggesting or indicating indirectly; a possible later effect of an action, decision, etc. 含义；暗示；牵连

The ***implications*** of his recent discoveries have gotten physicians and scientists excited about the possible benefits human beings will gain from his research.

他的新发现背后所代表的意义使得医生和科学家都为他的研究可能带给人类的福音感到兴奋不已。

10. **inspire** /inˈspaiə/ *n.* to encourage or motivate; to stimulate, or impel, as to some creative effort; to arouse (a thought or feeling) in (someone) 鼓舞；激发；引发

Martin Luther King Jr. 's famous *I Have a Dream* speech ***inspired*** many to stand up for the civil rights of African Americans.

马丁·路德·金的著名演说《我有一个梦想》启发了很多人为非裔美籍人

士的民权而奋斗。

11. **intention** /inˈtenʃən/ *n.* a determination to act in a specified way; purpose 意图；目的

I know he had the best ***intentions***, but what he did was wrong and has caused a lot of problems for the company.

我知道他是好意，但是他所做的事仍然是错误的，而且还给公司制造了不少问题。

12. **interrupt** /ˌintəˈrʌpt/ *vt.* /*vi.* to break into (a discussion, etc.) or break in upon (a speaker, etc.); to break the continuity of 打断；中断

It is really impolite to barge in without knocking and ***interrupt*** me while I'm sleeping.

没有敲门就冲进来并打断我的睡眠是非常无礼的。

13. **manipulate** /məˈnipjuleit/ *vt.* to operate or manage with skillful use of the hands; to control or influence for one's own purpose 操作；操纵

He likes to ***manipulate*** people into doing things that they don't want to, and that is why he doesn't have too many friends.

他喜欢操控别人去做他们不想做的事，那也就是为什么他没有什么朋友的原因。

14. **obstacle** /ˈɔbstəkl/ *n.* anything that stands in the way; obstruction 障碍物；阻碍

Amber felt that her three children are an ***obstacle*** to her career.

安珀觉得她的3个小孩对她的职业生涯是一个障碍。

15. **priority** /praiˈɔriti/ *n.* the state or right of coming before others in position or time; something that needs attention, consideration, service, etc. before others 优先（权）；优先考虑的事

Even though he is an entrepreneur, everyone knows that he places his top ***priority*** on his family, not on his business.

虽然他是个大企业家，但是每个人都知道，他把家庭放在第一位，而不是事业。

16. **prohibit** /prəˈhibit/ *vt.* to forbid by law or rule; to prevent or debar 禁止；防止；阻止

I'm sorry, but we ***prohibit*** eating and drinking on the train.

很抱歉，火车上禁止饮食。

17. **reassure** /ˌriːəˈʃuə/ *vt.* to comfort and make free from fear or worry; to bring back confidence to; to assure again 使安心；使放心；使恢复信心；再保证

I would like to ***reassure*** you that the animals in the cages are harmless and there is no chance that they will ever escape.

我愿意再一次保证关在笼子里的动物是不会伤人的，而且他们不可能逃出笼子。

18. **remind** /riˈmaind/ *vt.* to cause (someone) to remember (a fact, or to do something) 提醒；使想起

Don't forget to ***remind*** me to stop by the bank and deposit this check after we go to the supermarket.

不要忘了提醒我，我们去超市后要去银行将这张支票存进去。

19. **sustain** /səsˈtein/ *vt.* to keep up the strength, spirits, or determination of; to keep in existence over a long period; to hold up; to suffer 维持；持续；支撑；蒙受

It was a good thing that he was wearing his helmet and didn't ***sustain*** any severe head injuries.

还好他戴了安全帽，头部没有遭受严重的伤害。

20. **undertake** /ˌʌndəˈteik/ *vt.* to take upon oneself (a task, etc.); to promise or agree; to guarantee 承担；许诺；保证

He has decided to ***undertake*** a new project of planning and building a hospital in a developing country in South America.

他已经决定接下一个新的项目，计划在南美洲的一个发展中国家兴建一座医院。

Drills

identity	speculate	exceed	assumption	priority
endeavor	reassure	inspire	prohibit	undertake

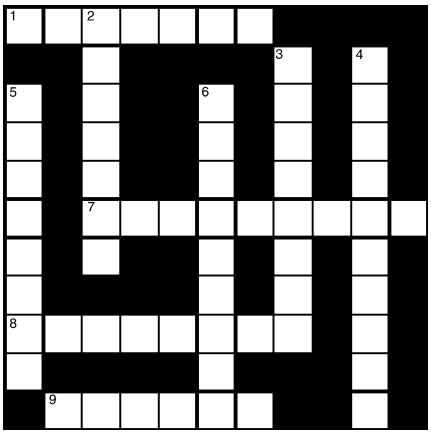
1. Our travel plans were made on the _____ that accommodations were provided.
2. The _____ of the soldiers interred in the Tomb of the Unknown Soldiers has been a mystery for almost a century.
3. A recent spate of automobile accidents has forced tire manufacturers to _____ the public that their products are safe.

4. Most educational institutions are quite willing to _____ the training of qualified doctoral candidates.
5. Company headquarters recently stated that their main _____ is to promote the employees' well-being through the establishment of a company fitness program.

Answers

1. assumption 2. identity 3. reassure 4. undertake 5. priority

Cross Word



Across

1. to encourage or motivate
7. to break the continuity of
8. who or what a particular person or thing is
9. to cause to remember

Down

2. to hold up
3. the right of coming before others
4. to operate or manage with skillful use of the hands
5. to forbid by law or rule
6. a determination to act in a specified way

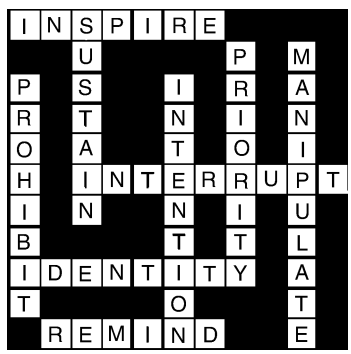
Answers

Across

1. inspire　　7. interrupt　　8. identity
9. remind

Down

2. sustain　　3. priority　　4. manipulate
5. prohibit　　6. intention



Part B

1. **alter** /ˈɔːltə/ *vt.* /*vi.* to make or become different, but without changing into something else 改变；修改

   Would you please proofread my report and ***alter*** any mistakes you may come across?
   可以请你校对我的报告并修正你看到的任何错误吗？

2. **assurance** /əˈʃuərəns/ *n.* a firm statement that something is certainly true or will certainly happen; a promise or guarantee, etc.; confident belief in one's own ability and power 保证；担保；自信；把握

   He has given us the ***assurance*** that once we arrive in Italy, they will take care of all the sleeping arrangements and transportation.
   他已经跟我们保证，我们一到意大利，他们就会负责安排好我们所有的住宿和交通问题。

3. **clarify** /ˈklærifai/ *vt.* /*vi.* to make clearer and easier to understand; to make clear and pure 澄清；使纯净

   The teacher used more details to ***clarify*** the testing procedure to her students.
   老师更详细地对她的学生们说明了考试的程序。

4. **discard** /disˈkɑːd/ *vt.* to get rid of as useless; to throw away 抛弃；丢弃

   It is blatant disregard for our environment to casually ***discard*** trash on to the sides of the roads.
   在路边随意丢弃垃圾是非常不重视我们环境的行为。

5. **entitle** /inˈtaitl/ *vt.* to give a name to a book, play, etc.; to give (someone) the right to do or have something 定名；使有资格

   The fact that you are my son doesn't automatically ***entitle*** you to all the money I have.
   虽然你是我的儿子，可是这并不表示我的钱都是你的钱。

6. **exhibition** /ˌeksiˈbiʃən/ *n.* a public show or display of objects; a showing of feeling, quality, etc. 展览会；表现

   The ***exhibition*** of vintage cars drew automobile enthusiasts from around the world.

古董车展吸引了来自世界各地的车迷。

7. **impact** /ˈimpækt/ *n.* the force of one object hitting another; a strong or powerful influence or effect 碰撞力；影响；行动

The tree died because of the ***impact*** of the car that ran into it.

这棵树因为那辆车的撞击力量而死去。

8. **incentive** /inˈsentiv/ *n.* something that encourages one to greater activity; an inducement to do something 鼓励；诱因

The children in my class hardly speak, so I have started bringing candy to class as an ***incentive*** for them to respond.

我班上的孩子很少发言，所以我就开始带糖果到学校来鼓励他们应答。

9. **instruct** /inˈstrʌkt/ *vt.* to teach or educate; to give orders or directions to 教授；指导；下命令；指示

My father ***instructed*** me on how to put the car in gear and slowly proceed into traffic.

我的父亲指导我如何挂挡并将车子慢慢开上路。

10. **interfere** /ˌintəˈfiə/ *vi.* to get in the way; to prevent from working or happening; to come between; to meddle 妨害；扰乱；介入；干涉

Every time your cellular phone receives an incoming call, it ***interferes*** with my computer screen and I have to wait until you're finished before I can resume.

每次你的手机收到电话就会干扰到我的电脑屏幕，我都得等你通话完毕才能继续使用电脑。

11. **involve** /inˈvɔlv/ *vt.* to cause (someone or oneself) to become connected or concerned; (of a situation or action) to have as the people or things taking part; to have as a necessary part or result 使卷入；牵涉；伴随（必然的结果）

I don't like it when people stick their noses into my personal affairs that do not ***involve*** them in any way.

我不喜欢有人干涉我私人的事情，这些事明明跟他们不相干。

12. **merit** /ˈmerit/ *n.* the quality of deserving praise, reward, etc.; personal worth; a good quality 功劳；价值；优点

Do you feel that your school grades have shown enough ***merit*** for you to receive

the presidential scholarship?
你认为你在校的成绩好到有资格来接受总统奖学金吗？

13. permit (1) /ˈpəːmit/ *n.* an official written statement giving one the right to do something; a license 许可证；执照 (2) /pəˈmit/ *vt.* /*vi.* to allow (to be or to come); to make it possible (for a stated thing to happen) 准许；许可

Since his hunting ***permit*** was lost, he ran into some trouble when he was approached by the forest rangers.
因为他的狩猎证遗失了，所以当森林管理员来查询时，他遇到了一些问题。

14. proceed /prəˈsiːd/ *vi.* to begin or continue, esp. after an interruption 着手；继续进行

The park ranger said that this trail is very steep and dangerous and we would have to ***proceed*** at our own risk.
森林管理员说，这条小径非常陡峭也很危险，如果我们继续前进，就必须自己承担风险。

15. protest (1) /ˈprəutest/ *n.* a complaint or strong expression of disapproval, opposition, etc. 抗议；反对 (2) /prəˈtest/ *vt.* /*vi.* to speak strongly against; to express strong objection, esp. formally or publicly 抗议；反对

They have begun to gather outside the courthouse to ***protest*** the judge's decision to let the convicted killer go free.
他们已经开始聚集在法院外面，来抗议法官要释放被判有罪的凶手的决定。

16. register /ˈredʒistə/ (1) *n.* (a book containing) an official record or list 登记（簿）；注册（簿） (2) *vt.* /*vi.* to put into an official record or list; to enter one's name on a list 记录；注册；登记姓名

I still haven't had a chance to ***register*** for classes, and I'm afraid the ones I want to sign up for will be full by now.
我还没机会去注册课程，恐怕我想要上的课程现在都已经满额了。

17. risk /risk/ (1) *n.* the possibility of harm or loss; danger 风险；危险 (2) *vt.* to put in danger; to take the chance of 使遭受危险；冒……的危险

I took a very big ***risk*** when I invested my savings in the computer company, but

now it seems that my gamble has paid off.

我冒了很大的风险用我的积蓄投资那家电脑公司，但现在看来，我的赌注似乎是下对了。

18. **submit** /səb'mit/ *vt.* /*vi.* to admit defeat; to yield to the control or power of another; to offer for consideration 认输；使服从；提出

Do not forget that next Tuesday you have to ***submit*** your poems to be entered into the literary contest.

不要忘了，下个星期二你必须提交你的诗以便参加文学比赛。

19. **speculate** /'spekjuˌleit/ *vt.* /*vi.* to think about or talk about a matter without having the necessary facts; to ponder; to make guesses; to conjecture; to take part in any risky venture (as buying or selling certain stocks, etc.) on the chance of making huge profits 沉思；思索；猜测；推测；投机

It is useless to ***speculate*** about his different motives when none of us will ever have any idea as to what he was thinking.

去揣测他的种种动机是没有用的，我们之中永远没有人能真的知道他在想什么。

20. **verify** /'verifai/ *vt.* to prove the truth of; to confirm or substantiate; to test the accuracy of 证明；证实；确认

Would you please review the application and ***verify*** that all the information listed is accurate and then sign at the bottom?

请你检查一下申请书，并在确认所有填写的资料都正确无误后在下方签名好吗？

Drills

assurance	instruct	interfere	proceed	permit
incentive	discard	risk	register	impact

1. The captain of the Titanic gave all the passengers his _____ that the ship would arrive at its final destination without any major problems.
2. That incident had a great _____ on his life.
3. During the WTO conference last September in Seattle, riot police were reluctant to

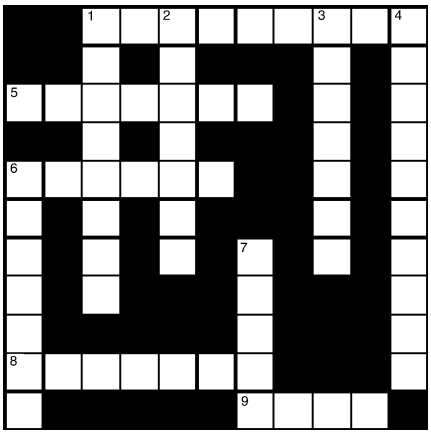
_____ with peaceful demonstrations.

4. Notice to all seminar attendees: Please _____ at the appropriate kiosk upon arrival.
5. The additional benefits the company offered provided enough _____ to keep all staff engrossed in their tasks.

Answers

1. assurance 2. impact 3. interfere 4. register 5. incentive

Cross Word



Across

1. an inducement to do something
5. to get rid of as useless
6. to allow to be or to come
8. to give someone a right to do something
9. the possibility of harm or loss

Down

1. to give directions to
2. to make clearer and easier to understand
3. to cause to become connected
4. a public show of objects
6. to continue after an interruption
7. to make or become different

Answers

Across

1. incentive　5. discard　6. permit
8. entitle　9. risk

Down

1. instruct　2. clarify　3. involve
4. exhibition　6. proceed　7. alter

Unit 30

Other Important Adjectives & Adverbs
其他重要形容词及副词

Part A

1. **absurd** /əbˈsəːd/ *adj.* against reason or common sense 荒谬的；不合理的；违反常理的

   Many Americans find it ***absurd*** that President Clinton considers himself an honest and moral president.

   很多美国人觉得，克林顿总统认为自己是一个诚实有道德感的总统是件很离谱的事。

2. **adequate** /ˈædikwit/ *adj.* enough for what is required; sufficient; suitable 足够的；适当的

   I don't know if we have an ***adequate*** amount of water for such a lengthy hike.

   我不知道这么长途跋涉我们的水够不够。

3. **ample** /ˈæmpl/ *adj.* large in size, scope, etc.; more than enough 广大的；宽敞的；充足的

   I would have ***ample*** time to get there if you could extend the deadline for three more hours.

   如果你们能将截止时间延后3个小时，我就有足够的时间到达那里。

4. **decent** /ˈdiːsnt/ *adj.* socially acceptable; conforming to the standards of propriety; proper 合宜的；得体的；适当的

   Miniskirts are not very ***decent*** for an occasion like this.

   像这样的场合穿迷你裙不太得体。

5. **dreadful** /ˈdredful/ *adj.* causing great fear; terrible 令人恐怖的；令人害

怕的

The old man likes to sing the most ***dreadful*** songs after he has been at the bar for a while.

那老人在酒吧喝一阵子酒之后很喜欢唱一些令人觉得恐怖的歌曲。

6. **exceptional** /ikˈsepʃənl/ *adj.* forming a rare instance; unusual; unusually good 例外的；异常的；特别优秀的

He has an ***exceptional*** talent for drawing; I believe if he works harder, he will become one of the best artists in the world.

他有极高的绘画天分，我相信，如果他更努力的话，就可以成为世界上最好的艺术家之一。

7. **exquisite** /ˈekskwizit/ *adj.* carefully or elaborately done; beautifully made or designed; (of power to feel) sensitive and delicate 精细的；精美的；(感觉) 敏锐的；细致的

The paper-thin porcelain bowl from the Ming Dynasty is an ***exquisite*** piece of art.

这个薄如纸的明朝瓷碗是一件非常精美的艺术品。

8. **farfetched** /ˈfɑːˈfetʃt/ *adj.* too improbable to be believed or accepted; forced or strained 牵强的；不大可信的；不自然的

I have listened to a lot of stories in my life, but that has to be the most ***farfetched*** tale I have ever heard!

我这辈子听过很多故事，但那个故事可还真是我所听过最离谱的一个！

9. **in light of** /inˈlait əv/ *adv.* considering; taking into account 按照；根据

In light of the fact that it is pouring outside, I think it would be best to cancel today's picnic.

根据外面下着滂沱大雨的情况来看，我想最好还是取消今天的野餐。

10. **ingenious** /inˈdʒiːnjəs/ *adj.* showing cleverness at making or inventing things; clever, resourceful, etc. 有巧思的；灵敏的；有创意的

His plan is so simple and ***ingenious*** that it is bound to work.

他的计划如此简单，如此有创意，一定可行。

11. **instant** /ˈinstənt/ *adj.* happening or produced at once; (of food) that can be very quickly prepared for use 立即的；(食品) 快速方便的

Joe took an ***instant*** dislike to the girl.

乔一见到那女孩就不喜欢她。

12. **legitimate** /liˈdʒitimit/ *adj.* lawful; conforming to accepted rules, standards, etc.; born of parents legally married to each other 合法的；正当的；婚生的

Before committing yourself to doing this job, you should investigate it further and make sure it is ***legitimate***.

在你答应做这件工作以前，你应该进一步调查，确定它是合法的。

13. **moderate** /ˈmɔdərit/ *adj.* within reasonable limits; not excessive or extreme; temperate; mild 中等的；适度的；有节制的；温和的

If you restrict your fat intake to a ***moderate*** amount, you will greatly reduce the risk of a heart attack or other cardiovascular diseases.

如果脂肪摄取量控制得宜，你可以大大地降低得心脏病或其他心脏血管疾病的概率。

14. **oblivious** /əˈbliviəs/ *adj.* without remembrance or memory; forgetful; unaware or unmindful 遗忘的；易忘的；不注意的；不在意的

Completely ***oblivious*** to his surroundings, John would do little in class besides daydreaming.

约翰完全不在意四周的事物，在课堂上只会做白日梦。

15. **random** /ˈrændəm/ *adj.* without any particular pattern or purpose; haphazard 随便的；无目的的

I don't know what is going on, but I've been getting ***random*** calls all day.

不知道怎么回事，我一整天不断接到莫名其妙的电话。

16. **relevant** /ˈrelivənt/ *adj.* directly connected with the subject; having practical value or importance 有关的；切题的；有实际价值或重要性的

If you are going to continue to interrupt our conversation, the least you could do is say things that are ***relevant*** to our topic.

如果你打算继续打断我们的谈话，至少你也该说一些跟我们的主题相关的事。

17. **substantially** /səbˈstænʃəli/ *adv.* considerably; significantly 相当大地；基本上；本质地

Some scientists argue that homosexuals have a ***substantially*** different DNA make-up from that of heterosexuals.

有些科学家声称，同性恋者 DNA 的构造和异性恋者的有很大的不同。

18. temporary /ˈtempərəri/ *adj.* lasting only for a limited time; not permanent 暂时的；临时的

As she stood up too fast, Jasmine experienced ***temporary*** dizziness.

由于起身太快，所以贾思敏感觉到短暂的晕眩。

19. unprecedented /ˌʌnˈpresidəntid/ *adj.* never having happened before; unheard of 史无前例的；空前的

He won an ***unprecedented*** fifth gold medal in the tournament.

他在锦标赛中史无前例地赢得了第 5 块金牌。

20. versatile /ˈvəːsətail/ *adj.* having many different kinds of skill or ability; having many different uses 多才多艺的；有多种用途的

Tom is so ***versatile*** that he can do almost anything well.

汤姆非常多才多艺，几乎任何事他都能做得很好。

Drills

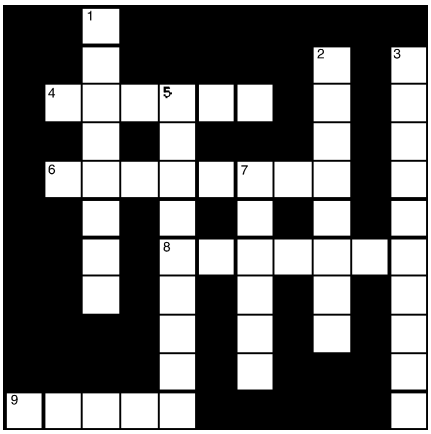
substantially	temporary	legitimate	oblivious	instant
in light of	farfetched	random	ample	exquisite

1. After the mob boss failed to convince the policemen that he was running a _____ business, he offered them bribes, which they readily accepted.
2. When he drives, he is completely _____ to anything that goes on around him, and I think he is going to cause an accident sooner or later.
3. We thought he was just going to play on a few slot machines, but it turned out that he lost a _____ large amount of money at the black jack tables.
4. John shows a(n) _____ taste for music.
5. Berlin police recently passed a 10 o'clock curfew _____ all the youth violence occurring in the late evening.

Answers

1. legitimate 2. oblivious 3. substantially 4. exquisite 5. in light of

Cross Word



Across

4. conforming to the standards of propriety
6. enough for what is required
8. happening or produced at once
9. large in size or scope

Down

1. causing great fear
2. not excessive or extreme
3. too improbable to be accepted
5. beautifully made or designed
7. against reason or common sense

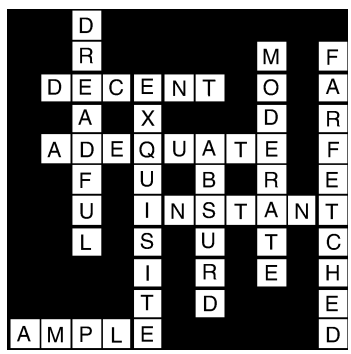
Answers

Across

4. decent 6. adequate 8. instant
9. ample

Down

1. dreadful 2. moderate 3. farfetched
5. exquisite 7. absurd



Part B

1. **accurate** /ˈækjurit/ *adj.* exactly correct; free from errors; precise 准确的；正确无误的；精确的

We need to have everyone write down their addresses and names clearly so we can be ***accurate*** when sending out the invitations.

我们需要每个人清楚地写下自己的地址和名字，这样我们才可以准确无误地寄出邀请卡。

2. **alert** /əˈlɜːrt/ *adj.* fully aware and attentive ; watchful; vigilant; nimble 警觉的；留心的；机警的；敏捷的

The red light on the dashboard is to ***alert*** the driver of a low tank.

汽车仪表板上的红灯用来提醒驾驶者油箱快没油了。

3. **approximately** /əˈprɔksimitli/ *adv.* roughly; just about 大约；大概

The caloric content of a healthy diet should consist of ***approximately*** 60% carbohydrates, 30% fat and 10% protein.

健康的饮食中的热量应该来自大约 60% 的碳水化合物、30% 的脂肪和 10% 的蛋白质。

4. **distinctive** /disˈtiŋktiv/ *adj.* clearly marking a person or thing as different from others; characteristic; notable 与众不同的；有特色的；显著的

The thief has a ***distinctive*** scar above his left eyebrow.

那个窃贼的左眉毛上方有一个很显眼的疤痕。

5. **dynamic** /daiˈnæmik/ *adj.* marked by energy and vigor; of force or power that causes movement 充满活力的；动力的

He is a very captivating speaker with a deep, ***dynamic*** voice that carries throughout the entire auditorium.

他是个非常有吸引力的演说家，低沉而充满活力的声音回荡在整个礼堂里面。

6. **excessive** /ikˈsesiv/ *adj.* too much; too great; going beyond what is reasonable or right 过多的；过度的；过分的

There is always an ***excessive*** amount of salt in all her dishes.

她的每道菜放的盐都太多了。

7. **extraordinary** /ikˈstrɔːdinəri/ *adj.* beyond what is usual; exceptional; remarkable 特别的；格外的；值得注意的

Her voice was ***extraordinary*** and her acting was superb, making the entire production a great success.

她的声音非常特别，演技也非常精彩，使得整个演出非常成功。

8. **fragile** /ˈfrædʒail/ *adj.* easily broken or damaged; delicate 易碎的；易损坏的；脆弱的

In order to preserve the ***fragile*** vases, Linda wrapped each one carefully in a protective cushion.

为保存这些易碎的花瓶，琳达将每一个都小心地用保护垫包裹起来。

9. **inferior** /inˈfiəriə/ *adj.* not good or less good in quality or value; lower in order, status, etc. 品质差的；下等的；下级的

Jeff constantly tries to make people feel ***inferior*** to him.

杰夫不断想让别人觉得自己不如他。

10. **initial** /iˈniʃəl/ *adj.* of or at the beginning; first 开始的；最初的

What he is saying now contradicts his ***initial*** testimony; apparently he is trying to hide something.

他现在说的和他最初的证词大相径庭，很明显地他在试图隐瞒什么。

11. **irresistible** /ˌiriˈzistəbl/ *adj.* too nice, charming, fascinating, etc. to refuse 极为诱人的；无法抗拒的

Many men in America find Jennifer Lopez totally ***irresistible***.

很多美国男人觉得珍妮弗·洛佩兹完全令人无法抗拒。

12. **miscellaneous** /ˌmisiˈleiniəs/ *adj.* of several kinds or different kinds; too various to be called by a single name 不同种类的；各式各样的；混杂的

That little store is stuffed with ***miscellaneous*** goods.

那家小店塞满了杂货。

13. **noteworthy** /ˈnəutwəːði/ *adj.* deserving attention; remarkable 值得注意的；显著的

There is nothing particularly ***noteworthy*** in today's newspaper.

今天的报纸没有什么特别值得注意的消息。

14. **on and off** /ˈɔn ənd ˈɔːf/ *adv.* not regularly; now and then; sometimes; occasionally 断断续续的；偶尔；有时

I don't know what the weather will be like tomorrow, but it has been raining ***on and off*** lately.

我不知道明天天气会如何，不过最近雨倒是一直断断续续地下着。

15. **rapid** /ˈræpid/ *adj.* happening, moving, or doing something at great speed; fast; swift 迅速的；快速的；快的

Thanks to Hong Kong's ***rapid*** transit system, a normally 45-minute ride to the airport now takes only 20 minutes.

由于有了香港的捷运系统，平常要花45分钟坐车到机场的路程现在只要20分钟。

16. **self-explanatory** /ˌselfikˈsplænətəri/ *adj.* easily understood and needing no explanation; explaining itself 不需要加以说明的；不言自明的

These instructions are ***self-explanatory***, but please call me should you need any help.

这些指示很清楚不需说明，但是万一你需要协助的话，就叫我一声。

17. **sufficient** /səˈfiʃənt/ *adj.* as much as is needed; enough 足够的

I believe that the water we brought is ***sufficient*** to last the entire trip.

我想我们带来的水足够我们用到整个旅程结束。

18. **ultimately** /ˈʌltəmitli/ *adv.* at last; in the end 最后；最终

He had tried several different treatments to relieve the pain, but ***ultimately***, he just had to endure the suffering.

他试了几种不同的疗法来减轻疼痛，但是最终还得忍受痛苦。

19. **vague** /veig/ *adj.* not clearly expressed; indefinite in shape, form, or character; indistinct 含糊不清的；模糊不清的

His directions were too ***vague***; no wonder you got lost.

他给的指示太含糊了，难怪你会迷路。

20. **vivid** /ˈvivid/ *adj.* full of life; (of light or color) bright and intense; life-like 生龙活虎的；鲜艳的；鲜明的；生动逼真的

I have the most ***vivid*** memories of the things that happened in my childhood.

我对童年时所发生的事情有极鲜明的记忆。

Drills

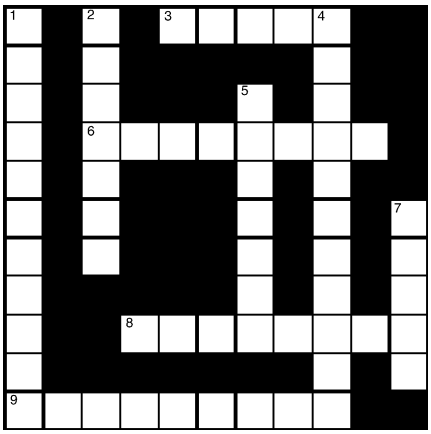
vague	rapid	inferior	vivid	fragile
distinctive	dynamic	on and off	ultimately	noteworthy

1. His report was very _____ and no one seemed to understand what he was trying to say.
2. Lucia's _____ imagination allowed her to conjure up many stories about witches and fairies.
3. Transporting china or any other _____ item requires a lot of care.
4. Each of these perfumes has a _____ aroma.
5. That language school promises _____ results, but the tuition is incredibly high.

Answers

1. vague 2. vivid 3. fragile 4. distinctive 5. rapid

Cross Word



Across

3. happening at great speed
6. exactly correct
8. lower in order or status
9. going beyond what is reasonable

Down

1. just about
2. marked by energy and vigor
4. clearly marking a person or thing as different
5. easily broken or damaged
7. fully aware and attentive

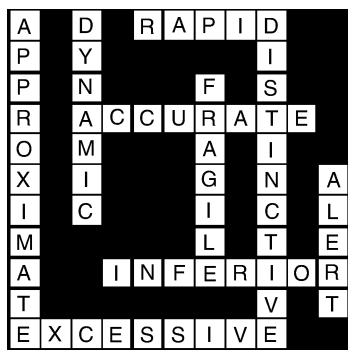
Answers

Across

3. rapid　　6. accurate　　8. inferior
9. excessive

Down

1. approximate　　2. dynamic　　4. distinctive
5. fragile　　7. alert



Exercise Ten

1. He showed all the signs of a drug user, such as loss of ambition, not concentrating on schoolwork, and physically withering away.
   (A) aspiration (B) animation (C) objection (D) imagination
2. If he wins another tournament, he will never stop showing off and bragging about his trophies.
   (A) bugging (B) boasting (C) complaining (D) daring
3. Whenever I am with my family, I always feel a sense of contentment.
   (A) enjoyment (B) extinction (C) satisfaction (D) confinement
4. I absolutely detest teachers who give us a lot of homework in order to make people think they are doing their job.
   (A) esteem (B) respect (C) reject (D) dislike
5. Aristotle's rhetoric focused on the disposition of the speaker, otherwise known as ethos.
   (A) experience (B) character (C) composition (D) individuality
6. The children ran with unbridled enthusiasm towards Santa Claus, eager to tell him all their Christmas wishes.
   (A) excitement (B) fever (C) agitation (D) compassion
7. The cloudy sky makes the whole day seem gloomy, and it's hard for me to have high spirits.
   (A) depressing (B) cheerful (C) bright (D) delighting
8. Belle was not repulsed by the Beast's hideous appearance but was attracted by the loving person inside.
   (A) unmanly (B) incredible (C) repugnant (D) hilarious
9. Erin and the rest of the jury were cautioned by the judge to be impartial and consider each fact of the case very carefully.
   (A) inclined (B) unbiased (C) predisposed (D) depressed
10. His running through the sprinklers instead of walking on the sidewalk was typical of his impulsive nature.
    (A) tricky (B) impressive (C) sensible (D) rash
11. I wish you would sit back and stop talking for a while, because you are really beginning to irritate me.
    (A) stimulate (B) excite (C) resist (D) annoy

12. The best way to stay objective when interviewing a new student is to avoid reading any of their school records before the conversation.
(A) fair (B) opinionated (C) dogmatic (D) dejected
13. Would it be a safe assumption that since he has a broken leg, he won't be playing softball with us today?
(A) assurance (B) exposition (C) supposition (D) insurance
14. The declaration that their country was independent enraged their opposition to the point of forceful military retaliation.
(A) destination (B) denunciation (C) proclamation (D) accusation
15. Trying to balance my job and my family can be a real endeavor sometimes.
(A) strength (B) effort (C) endorsement (D) simplicity
16. If the calories you expend each day exceed the calories you ingest, you will slowly lose weight.
(A) surpass (B) accept (C) exalt (D) evoke
17. He has not let his handicap become a major obstacle in his pursuit for happiness and fulfillment in life.
(A) impediment (B) article (C) assistance (D) relief
18. We will need just about five minutes to verify your credit line, and then we will go ahead and run the transaction through the computer.
(A) disclaim (B) notify (C) report (D) validate
19. The child has been blessed with telekinesis, the exceptional ability to move solid objects with her mind.
(A) mundane (B) unusual (C) regular (D) gigantic
20. After the initial shock of winning two million dollars wore off, Margaret went about trying to decide what to spend it on.
(A) ultimate (B) final (C) first (D) incredible

Answers

1. A	2. B	3. C	4. D	5. B
6. A	7. A	8. C	9. B	10. D
11. D	12. A	13. C	14. C	15. B
16. A	17. A	18. D	19. B	20. C

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